

# STUDENT LEAVING FORM

Merrimac  
State High School  
Gold Coast, Australia



Upon request to leave a parent/guardian must be provided with the following forms for completion;

- Request for Refund/ Leaving Clearance Form
- Application for exemption form ( to be completed if applicable)

**Advise that these forms and supporting documentation must be returned to Merrimac State High School within 10 days.** Students cannot be marked as left until we are advised of their destination. You may continue to receive absence texts until this process has been completed.

Date received: \_\_\_\_\_

Staff Member: \_\_\_\_\_

**\* Completed document to be handed to Attendance Officer.**

## SECTION 1

Student Name: \_\_\_\_\_ Year Level: \_\_\_\_\_

DOB: \_\_\_\_\_ Age (Years/Months): \_\_\_\_\_

Students under 17 years of age wishing to leave school and enter employment and/or study at an alternative educational facility (e.g. TAFE) must provide written proof of employment/enrolment etc. and an **Application for Exemption** completed by parent/guardian (proof to be attached to this form).

Reasons for leaving:

- My student is 17 years or older

To attend...

- Another Queensland School (public or private) name of school: \_\_\_\_\_
- Interstate or overseas school
- TAFE or alternative Educational facility (must provide written proof of enrolment)
- Workforce (must provide written proof of employment verifying at least 25hrs per week)

Due to...

- Cancellation – Date of cancellation \_\_\_\_\_
- Exclusion
- Exemption

\_\_\_\_\_  
Year level Deputy Principal

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Who/when/how was the school notified that the student is leaving eg. *DP Susan Bell, 12/03/2017 – email*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# PLEASE NOTE OFFICE USE ONLY

## Process to complete a Student Leaving upon receipt of completed Student Leaving form

If 17 years or older make student 'left' status in Oneschool

If under 17 years enter into ID attend:

- Code = 'Attendance not expected'
- Reason/comments section = document all relevant information eg. applying for exemption

Each day ID Attend is uploaded to Oneschool and will update the student's attendance details with B – Attendance not required code

Last date of attendance \_\_\_\_\_ EQ ID \_\_\_\_\_

### Upon receipt of paperwork/notification

Identify reason for leaving

- To attend another QLD School (public/private)
- Interstate or overseas school
- TAFE or alternative Educational facility (must provide written proof of enrolment)
- Workforce (must be at least 25hrs per week)

Exemption -

Application for exemption form to be provided to parent for completion

How provided \_\_\_\_\_ When provided \_\_\_\_\_

If applying for Exemption:

- Prepare Exemption approval letter
- Give approval letter and exemption application to Principal to sign
- Send originals to Parent and place copies in student file
- Date sent \_\_\_\_\_
- Enter information into Attendance Exemption register on students Oneschool profile, scan and upload document - entry into Attendance Exemption register generates automatic 'Z Code' in attendance on Oneschool

Email list of left students to – Deans, DP's, Principal, HOD's, Library, IT, Uniform Shop, Office Team, ILO, Indigenous TA.

In Oneschool print students timetable and attach to paperwork. Remove student from classes and change roll class to ##Z (eg. 10Z).

### NOTES

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# LEAVING CLEARANCE FORM

(incorporating the End of Year process)

**When leaving the school students must complete this Student Leaving Form and return school resources, texts, materials and equipment.**

Please follow the instructions below regarding the return/removal of school resources, texts, materials and equipment:

1. Remove all files you want from the computer network. They will be deleted at the end of the year.
2. Use the list below to identify each item that must be returned to the school or actioned – each item must be identified in the numbered order and signed and dated by the staff member. When completed submit to the Finance Department.
3. It is not until each applicable item below is authorised that you will receive any refund due, if applicable.

Student Name:		
Details	Staff Member authorised to approve completion/return	Date/Signature of authorised Staff Member
1 - All library books have been returned	P Block	
2 - School locker has been emptied and the lock returned	Student Hub	
3 - School ID Card & Bus Pass has been returned	Student Hub	
4 - Instrumental Music and/or Band Uniform has been returned	Uniform Shop	
5 - Musical Instrument	Uniform Shop	
6 - All Representative Sport Uniforms have been returned	Uniform Shop	
7 - School blazer has been returned	Uniform Shop	
8 - School text books have been returned *	Uniform Shop	
9 - If applicable all perpetual trophies are returned	Uniform Shop	
10 - All outstanding invoices have been paid (mandatory)	Finance Department	
NOTES/ITEMS TO BE INVOICED - *text book name and amount to invoice if applicable		

# REQUEST FOR REFUND FORM

**Merrimac**  
State High School  
Gold Coast, Australia



**ALL DETAILS MUST BE COMPLETED BY THE PARENT / CARER**

I, \_\_\_\_\_, of (address) \_\_\_\_\_  
being the parent/carer of \_\_\_\_\_ in Year \_\_\_\_\_, request a  
refund of \$ \_\_\_\_\_ paid for \_\_\_\_\_ (activity)

I request a refund due to:

\_\_\_\_\_

I understand and agree that:

1. Requests for refund amounts of \$25 or less will be allocated as a credit to the student's account.
2. A refund may not be made to me or be made in full or in part, having regard to the associated expenses already incurred by the school, and the school's refund guidelines.
3. The school receipt for the original payment is attached / not attached. (Please circle)
4. My details will be kept confidential and will not be used for any other purpose.
5. My refund be made

as a credit against my child's account at the school; or

to my bank account via electronic funds transfer (please complete details below). If your student is no longer enrolled at the school all refunds will be paid as a cheque;

**Bank Account Details:**

Account Name: \_\_\_\_\_

BSB: \_\_\_\_\_ Account Number: \_\_\_\_\_

Bank Name: \_\_\_\_\_ Branch: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**OFFICE USE ONLY**

Original Invoice/Receipt No.: \_\_\_\_\_ Amount Received: \$ \_\_\_\_\_

Refund Amount To Be Approved: \$ \_\_\_\_\_ Amount Checked By: \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature HOD/Activity Coordinator Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature of BSM Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature of Principal Date

Bank Details in One  
School verified by:

Name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

