



## Emmaus College Student Withdrawal Form

Student/s Name: \_\_\_\_\_ YEAR LEVEL: \_\_\_\_\_ TUTOR: \_\_\_\_\_

Parent/s Name: \_\_\_\_\_

Date of student's last day at Emmaus: \_\_\_\_\_

Reason for student leaving Emmaus:

- Moving Town YES/NO
  - If YES where and the name of the school the student is transferring to : \_\_\_\_\_
- Transferring to another local school YES/NO
  - If YES, which local school: \_\_\_\_\_
- Financial reasons YES/NO
  - If YES, would you like to talk to our Finance Manager regarding options YES/NO
- Other:  
\_\_\_\_\_  
\_\_\_\_\_

### **BEFORE LEAVING EMMAUS**

Has the student:

- Returned their laptop  Bag  Charger  YES/NO Receipt Number: \_\_\_\_\_
- Returned all their textbooks YES/NO Receipt Number: \_\_\_\_\_  
(Please phone library and IT office to confirm)
- Cleaned out their locker YES/NO

Has the Account been finalised YES/NO

- If no, have you made arrangements with the Finance Manager YES/NO

Contact details for any follow-up:

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff signature: \_\_\_\_\_ Date: \_\_\_\_\_