

Notice of Withdrawal from Coomera Anglican College

To the Principal

I wish to formally notify Coomera Anglican College of my intention to withdraw my child/ren from the College. My child/ren's details are:

	Child 1	Child 2	Child 3	Child 4	Child 5
Name:					
Date of birth:					
Year Level:					

The last day of their attendance will be.....(date).

The reason for withdrawing my child/ren from the College is (please specify);

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I acknowledge the original agreement and College contract signed at the time of my child/ren's enrolment and I am aware of the notice period required to inform you of my intent to withdraw my child/ren from the College.

I am aware of the Enrolment contract and my duties to comply with the notice of withdrawal period. If I do not adhere to the notice of withdrawal period as stated in the contract, being one full term's notice, I acknowledge that I forfeit my child/ren's enrolment deposit (for contracts with a refundable enrolment deposit prior to 2014) or will be liable for a full term's fees in lieu of notice (for contracts entered into from 2014 where a non-refundable confirmation of enrolment deposit applied), and any other outstanding fees payable to the College.

I am aware that I am required to return all text books, library books and equipment (eg. portable devices under the eMind programme) and if these items are not returned I will be billed for those items and liable for the charges incurred.

I acknowledge that this notice of withdrawal is only effective when all parties to the original enrolment contract have signed and submitted this form either jointly or individually.

Yours sincerely

..... Date:.....
Contracted Parent/Guardian

..... Date:.....
Contracted Parent/Guardian

Please supply the College with a forwarding postal and email address for any future correspondence.

Postal Address:
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Email Address: