



MARCELLIN COLLEGE RANDWICK

Departure Policy

The College has clearly defined procedures to facilitate the orderly departure of a student in the event that they are no longer to be enrolled at the College. The procedures involve parent, student and school responsibilities as outlined below. The policy is set out with guidelines for all stakeholders to follow.

- **Parents/Caregivers** inform the Headmaster in writing of their intention to withdraw a student from enrolment (where withdrawal is voluntary).
- **The Headmaster** initiates termination of enrolment with the form given to the **Year Coordinator** who ensures that the student has the form completed by the Library and IT Department to ensure that there are no outstanding books or laptops.
- The form is handed in at the Front Office to the **Business Manager** who checks the fee status of the student terminating enrolment. If fees are not up to date or need adjustment, the Business Manager in liason with the Headmaster will decide on an appropriate course of action.
- The **College Bursar** arranges for the finalisation of fees.
- The **Headmaster** finalises the termination of enrolment and passes the form to the Attendance Officer.
- The **Attendance Officer** informs all staff, clears out the file and returns all documents to student archives.

Updated March 2018



**MARCELLIN COLLEGE RANDWICK
TERMINATION OF ENROLMENT FORM**

SECTION 1

STUDENT NAME: _____ HOMEROOM: _____

STUDENT CODE: _____ LEAVING DATE: _____

REASON FOR LEAVING: _____

DESTINATION: SCHOOL: _____

OTHER: _____

PARENT/GUARDIAN NAME: _____

PARENT/GUARDIAN SIGNATURE: _____

LETTER PROVIDED: YES / NO INTERVIEW: YES / NO PHONE CONTACT: YES / NO

HEADMASTER'S SIGNATURE: _____ DATE: _____

SECTION 2 THE FOLLOWING SIGNATURES ARE REQUIRED IN ORDER

HOMEROOM TEACHER: _____ YEAR COORDINATOR: _____

LIBRARY / IT STAFF: _____

LAPTOP RETURNED: YES / NO BOOKS RETURNED: YES / NO

THIS FORM IS TO BE HANDED IN AT THE FRONT OFFICE FOR COMPLETION

SECTION 3

BUSINESS MANAGER: _____ FEES OUTSTANDING: YES / NO

COMMENTS: _____

COLLEGE BURSAR / ACCOUNTS FINALISED: _____

SECTION 4 TERMINATION OF ENROLMENT APPROVED YES / NO

HEADMASTER'S SIGNATURE: _____ DATE: _____

STUDENT NAME: _____

HOMEROOM: _____

SECTION 5 - FOR OFFICE USE ONLY	
FRONT OFFICE STAFF INFORMED:	YES / NO
CURRICULUM MANAGER EMAILED:	YES / NO
ALL STAFF EMAILED:	YES / NO
COMPUTER RECORDS UPDATED:	YES / NO
FINANCE FINALISATION	YES / NO
ADMINISTRATION FINALISATION	YES / NO
FILES ARCHIVED	YES / NO