ST VINCENT’S COLLEGE STUDENT EXIT FORM

To be completed before the student’s last day at the College and handed in to Student Services, who will forward to the Principal.

NAME: ____________________________________________________________________________________________

TUTOR GROUP: ______________________ YEAR: ______________________

Parents/Carers are required to:

Write a letter to the Principal indicating that the student is leaving St Vincent’s College, date when the student will finish at the College, the reasons for leaving, and the school where the student will be enrolled.

Students are required to:

See the following members of staff and have them sign this form.

HEAD OF HOUSE _______________________________________________________________

LRC ________________________________________________________________
☐ Library Books
☐ Library Fees

STUDENT SERVICES ________________________________

☐ Locker key (replacement cost of $5) or circular lock (replacement cost of $15)
☐ Confiscated items
☐ Lost property

SCHOOL WHERE STUDENT WILL BE ATTENDING ________________________________

BUSINESS MANAGER _________________________________________________________

TUTOR ____________________________ (Tutor will sign here after your locker has been inspected and is empty)

HEAD OF BOARDING ________________________________

PARENT SIGNATURE __________________________ DATE ______________________

PRINCIPAL __________________________ DATE ______________________