



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** _____