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## NOTICE OF INTENTION TO WITHDRAW FORM

We understand that sometimes circumstances change, and families may decide to leave our school.

To aid this process, please complete our Notice of Intention/ Withdrawal of Enrolment Form.

Parent/guardian name:	
Email:	
Parent/guardian name:	
Email:	
Student name(s):	
Intended /Final date at school:	
Name of the new school where student is transferring:	
Reason for withdrawal:	

Please note that, according to the enrolment agreement between the School and you, if you intend to withdraw your child(ren) from the School, one term (10 weeks excluding holidays) written notice of intention for departing families is required.

Office Use Only

Date received	
Received By	
Staff Notified	
Entered XERO	
Entered PC Schools	