



CARROLL COLLEGE

ABN: 12126757939

2494 George Bass Drive, Broulee, NSW 2537

Telephone: (02) 4471 5600 Fax: (02) 4471 5622

Email: office.ccb@cg.catholic.edu.au

Website: www.ccb.nsw.edu.au

CONCLUSION OF ENROLMENT (SIGN OUT) FORM

Procedures for Signing Out:

- 1) Collect Sign Out Form from Principal's/Secretary/Office Manager and make an appointment to meet with the Principal – Section A.
- 2) Inform Pastoral Coordinator
- 3) Sections B, C and D to be completed by students and parents.
- 4) Return textbooks and equipment to subject teachers. Collect each teacher's signature in Section E.
- 5) Complete Section F with relevant signatures.
- 6) Attend interview with Principal – Section G.

SECTION A:

Student arranges Interview with Principal's Secretary

Date _____ Time _____

Signature of Principal's Secretary/Office Manager: _____

SECTION B:

Student Name _____ Year Level _____

Last Day of Attendance _____ Date of Birth _____

Destination/Reasons for Leaving (Details of new school if applicable) _____

New Address _____

SECTION C:

I hereby officially notify the College of my intention to leave. I agree to abide by the rules of the College up to and including the actual time of my departure. I also agree to return all College equipment and textbooks. I will collect all practical projects and equipment from the College.

Signature of Student: _____

SECTION D:

I/We hereby officially notify the College that my son/daughter _____ will be leaving on _____.

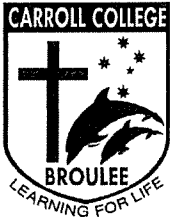
I agree to the payment of all monies owed and the return of all equipment and textbooks.

Please indicate your degree of satisfaction / dissatisfaction on the following

(We have been very happy) 1 2 3 4 5 (very dissatisfied with the school)

Please feel most welcome to comment

Name of School:	Carroll College	Authorised By:	AP Curriculum/AP Pastoral	Amended by:	AP Curriculum
Version:	Change of Subject V1	Reviewed by:	College Bursar	Amended Date:	28 February 2014
Original Author:	Steve Bath	Reviewed Date:	28 April 2011	Next Review Date:	February 2015
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Signature of Parent (s): _____

SECTION D:

SECTION E:

Subject	Teacher's Signature	Equipment Returned
1.		
2.		
3.		
4		
9.		

Subject	Teacher's Signature	Equipment Returned
5.		
6.		
7.		
8		
10		

SECTION F: *The following signatures are also required.*

Pastoral Coordinator _____

Pastoral Teacher _____

Resource Center _____

Bursar _____

Careers Advisor (Year 11 and 12) _____

Assistant Principal (Pastoral Care) _____

Copy of outstanding items attached

Copy of outstanding fees attached

SECTION G:

Attend interview with Principal.

Signature of Principal: _____

Once all sections have been completed please return this form to the Principal's Secretary/Office Manager.

Workflow on return of form:
 Principal's Secretary/Office Manager (MAZE, Transport, Timetable, BOS) → Archive Officer (for archiving) → Email Pastoral Co and then all staff

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