



EXIT FORM

Student's Name: _____

Year Level & Homeroom: _____

Date leaving College: _____

Name of new school: _____

If student is not transferring to another school: *If student is not yet 17 an interview with the Careers Pathway Coordinator is required. A Victorian Government Transition from School Form will also need to be completed and returned. (Students under the age of 17 need to seek an exemption to leave school for TAFE, Apprenticeships, Work and Alternative Job Training options.)*

Undertaking further education training: TAFE/Institute name: _____

OR

Undertaking full time employment/apprenticeship (must be working 25 hours or more a week)

Employer name: _____ **Commencing on:** _____

Should these circumstances change you are required to contact the College immediately.

Forwarding Details (if different to current details)

Address: _____

Phone number: _____

Email: _____

Reason for student exit:

Moving from the area Destination: _____

Financial Reasons, has this been discussed with Finance Manager? Yes No

Personal, has this been discussed with Year Level Coordinator or DP Students? Yes No

Further education/Apprenticeship/Employment

Moving to another school (Please provide reason) _____

Unhappy with the College (Please provide details) _____

Other (Please provide details) _____

Because we value your opinion, we ask that you comment on the following:

Positive aspects of your time at the College:

Things you think could be done better at the College:

Would you recommend the College to family and friends? Yes No

I understand that all equipment or resources owned by the College (including library books) must be returned, or fees will continue to be charged until such matters are finalised. I understand that all fees and outstanding payments will be finalised before my child leaves.

Parent/Guardian 1: (Name & Signature) _____

Parent/Guardian 2: (Name & Signature) _____

Note: Both parents/guardians are required to sign

Exit Form to be returned to Registrar, Mrs Kylie Perry - enrolments@crcmelton.com.au

OFFICE USE ONLY:

REGISTRAR:

NOTIFY

- Classroom Teachers
- Year Level Coordinator & DP
- VCE Coordinator
- Library
- Careers Coordinator
- Timetable

- Wellbeing Team
- IT Support
- VASS Administrator
- Business Manager
- Ipad returned/paid
- DP

UPDATE

- Simon
- Synergetic
- Operoo