



Student Exit Form

Section A - Student Information

Student ID	
Student Full Name	
Homeroom	
VSN No.	
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>

Section B - Leaving Destination

New Secondary School	School Name: School Address:
TAFE/Apprenticeship	Institution Name: Institution Address:
Employment	Employer Name: Employer Address:
Moving house	New Address: Suburb: State: Postcode:
Other	

Section C: Authorisation

Student Exit Date ___ / ___ / ___

Signature of Parent/ Guardian: _____

I hereby authorise the withdrawal of my enrolment, if applicable, from VCE as from the above date.

Signature of Student: _____

Section D: Reason for Exit?

Finance Pastoral Subjects Offered Facilities Other: _____

Section E: COLLEGE USE ONLY

	Signature	Date
Processed by Finance Officer		___/___/___
Received by Marketing & Development Officer		___/___/___
Principal		___/___/___

Section F: Please obtain the following signatures to complete the Student Exit Form

	<i>Signature</i>	<i>Date</i>
Homeroom Teacher		___/___/___
Librarian		___/___/___
IT Technician - Network Account Disabled - Laptop Fully Paid (If NO, please see Laptop Finance Officer)		___/___/___
Laptop Finance Officer		___/___/___
Year Level Coordinator		___/___/___
Daily Organiser		___/___/___
Head of Careers		___/___/___
Student Services Coordinator (if applicable)		___/___/___
Music Accounts (If been involved in the Instrumental Program)		___/___/___
Head of Campus		___/___/___

After the above signatures have been obtained the completed Exit Form is to be returned to the
Broadmeadows Accounts Office/ Glenroy Campus Office.

Please contact Ms Lisa Crosbie on 9908 9041 if you have any outstanding tuition fees to be finalised.