



251 Bridge Creek Road, PO Box 411, Maleny, Queensland 4552
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ENROLMENT CANCELLATION NOTICE

The River School strives to meet the needs of our diverse family of students and to continually find ways to improve. Understandably, sometimes our families make the choice to cancel their child's enrolment and we appreciate any feedback you would like to share with us regarding your reasons to withdraw your child. Please note that this feedback is completely optional.

STUDENT NAME:

CLASSROOM:

STUDENT'S PROPOSED LAST DAY OF ATTENDANCE:

Home Schooling: yes no

School Transferring to:

REASON/S FOR LEAVING

Please provide a brief explanation: _____

Other: _____

I give permission to provide to my new school on written request from them, details of my child's education at The River School. These details can include NAPLAN results, class reports and other requested reports and information.

Please Note: This does not include confidential information that is protected under the Information Privacy Act 2009

Parent Name _____ Signature _____ Date _____

Acceptance of Notification:

Principal Name _____ Signature _____ Date / /

Office use only

Is the child verified? Yes / No

Exit Interview (in person or phone) with Principal completed. Date: _____

Parent's Name: _____ Signature _____ Date _____

Principal Name: _____ Signature _____ Date _____

OUTSTANDING FEES: (to be completed by Business Manager)

Current outstanding fees: _____

Termination Fee:

This is equivalent to one term's fee per student, as per your Enrolment Agreement.

Termination notice given _____ Notified of cancellation on ... by *email* or *in person* (please circle one)

TOTAL FEE AMOUNT OWING (see below for detailed payment plan) _____

Payment Plan Details for outstanding fees

1. Total outstanding fee amount: _____
2. Payment Frequency: Weekly/Fortnightly/Other (please circle) Other: _____
3. First Payment Date: _____
4. Final Payment Date: _____

Business Manager Name: _____ **Signature** _____ **Date** _____

COLLECTION NOTICE

Information we collect: The River School collects and records personal information, including sensitive information about students and parents or guardians, before and during the course of a student's enrolment at our school. Laws governing or relating to the operation of schools require that certain information is collected. These may include Public Health and Child Protection Laws. We may ask you to provide medical reports about students from time to time. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act (1988).

Purpose of collection: The primary purpose of collecting and recording this information is to enable the provision of quality education. In addition, some of the information we collect, and record is to satisfy the school's legal obligations, particularly to enable the school to discharge its duty of care to students and parents/guardians.