



Cape Byron Rudolf Steiner School

STUDENT WITHDRAWAL FORM

Return completed form to Enrolments: enrolments@capebyronsteiner.nsw.edu.au or deliver to Reception

PLEASE NOTE:

- As per the School's Enrolment & Fee Policies: *The school commits substantial resources to the education of each child and the whole school community development. Therefore when a child leaves, there is a significant impact on the school both financially and communally. For a student to be withdrawn from school once he/she has commenced at CBRSS i.e. for parents to end the enrolment contract, the School requires one term's notice. Parents and guardians must inform and submit a Student Withdrawal Form one term in advance if they intend to withdraw their child from the school and end the enrolment contract. If no such notification is received a Withdrawal Fee of one term's fees from the date of notification will be charged. If a student withdraws part way through a term, having given one term's notice, tuition fees and consolidated charges will be charged on a pro-rata weekly basis; for the purpose of this clause a part week is considered a full week.*
- Once notice has been received the Enrolments Officer will proceed immediately with filling the place. Please do not give notice unless/until you are certain that your child will be leaving. If you decide that you would like your child to return to CBRSS they will need to join the waiting list and wait for an opportunity, we are unable to provide any guarantees about when/if they will be able to return.
- Once notice is received administrative processes will occur that prevent confidentiality so please only give notice once you are prepared for the information to be public, please ensure you have advised your child prior to submitting the form.

If you require assistance with completing this form or need to discuss your options please contact the Enrolments Officer. Email: enrolments@capebyronsteiner.nsw.edu.au Ph: 02 6639 9302

PLEASE COMPLETE 1 FORM FOR EACH CHILD WITHDRAWING – PLEASE PRINT

Date of notice _____ Date of last day for enrolment _____

Name of Student _____ Class/Year _____

Reasons for Departure: Entering TAFE Entering the Workforce

Attending another School *Name of school _____

* This is a legal requirement and must be supplied

Name of Parent/Guardian completing the form _____

- I/We understand the above conditions and agree to end the Enrolment of my/our child at CBRSS from the date supplied.

Signed _____ / _____

Where applicable both Parents/Guardians please sign.

We hope your child has had an enriching experience while at the Cape Byron Rudolf Steiner School. If you have feedback you would like to offer in regards to your child's withdrawal from CBRSS please complete the next page. If you prefer to meet with the Director of Primary, the Deputy Principal or the Principal to discuss your child's departure please contact the Enrolments Officer to request a meeting.

Email: enrolments@capebyronsteiner.nsw.edu.au Ph: 02 6639 9302

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