

## **Withdrawal of a Student's Enrolment**

St Clare's College wishes to ensure that consultation and effective communication have taken place with the family when deciding to change schools. St Clare's asks families to ensure that the following procedures are used by students and their families intending to leave/exit the College prior to graduation at the end of Year 12.

We ask the family and the student to meet with the Principal regarding the intention to withdraw before the final decision to terminate the the enrolment is made. When the final decision is made to withdraw a student from the College, parents need to be aware of the following:

- One full term's notice must be given in writing to the Principal of the College.
- If the required amount of notice is not given, one full term's fees may be charged in lieu of notice.
- The Principal's PA will respond to the notification and then the College will email the family a Student Exit Form. This is a guide for ensuring all College Property currently held by the student is returned and all accounts are finalised with the Accounts Department.

Circumstances may alter for many families and changes to your daughter's needs can occur during the time of enrolment. Parents however, must assist the College with this procedure, so that the College can continue to offer a strong and effective level of education and service.