



# 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 Director of Community Relations, Ms Kerrie-Ann Matthews - [enrolments@crcmelton.com.au](mailto: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