



Xavier College

1170 Ninth Avenue Llandilo NSW 2747
PO BOX 98 Cranebrook. NSW 2749

ADVICE OF WITHDRAWAL OF ENROLMENT

Date of Advice	
Name of person/s advising of withdrawal	
Student/s Name/s and Class	
Last Day of enrolment at [INSERT SCHOOL]	
Future Contact Details (Address & Phone Numbers)	
Destination School & Suburb	
Reason for Leaving	

Please note that under the School Fee Policy as set out by the Catholic Education Office Parramatta:

“A term’s notice (10 school weeks) in writing must be given to the Principal before the removal of a student or a full term’s fees will be payable. One exception is that notice in writing will be accepted at any time during Term 4 in relation to the following year’s enrolment, that is, the notice period of 10 school weeks will be waived in this circumstance.”

Where appropriate notice has been received with regards to the withdrawal of an enrolment a pro-rata credit will be calculated on the basis of the number of weeks the student/s has/have been enrolled.

Parent/Carer 1: _____

Signature/s : _____

Date: _____

Parent/Carer 2: _____

Signature/s : _____

Date: _____

OFFICE USE ONLY

Date received	
Received by	
Principal notified	
Teacher/s notified	
School Fees Paid to date	
File/s updated	
FACES Updated	
Comments	