



Howayek Providence Limited trading as

Maronite College of the Holy Family

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Withdrawal of Enrolment

Please complete and return to the Enrolments Officer

Date of Advice:			
Student Name/s and Year:			
Last Day of Enrolment:			
Destination: <i>(Please ensure evidence of new destination has been provided)</i>			
Reasons for Leaving:			
<p>Please note the following information regarding withdrawing a student from the College as per the College's Enrolment Policy:</p> <ul style="list-style-type: none"> The following documentation is required to be submitted: <ul style="list-style-type: none"> Advice of Withdrawal of Enrolment Evidence of New Destination (i.e. acceptance letter from the new school or employer) The College requires four (4) weeks written notice of withdrawal of a student from the College as well as the intended destination of the student. All unpaid debts that have been utilised must be settled before the College will approve a withdrawal request. In default of such notice, the College will charge a full term's fee for that student's place that is no longer required. Refund is limited to the unutilised fees that have been paid for. 			
Parent/Guardian #1 Name:			
Signature:		Date:	
Parent/Guardian #2 Name:			
Signature:		Date:	

OFFICE USE ONLY

Date Received:					Received By:		
Principal and Teachers Notified:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Fees Paid to Date:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Any College resources required to be returned?	<input type="checkbox"/> Yes <i>(provide details)</i> <input type="checkbox"/> No		
Sr Margaret Ghosn Executive Principal	Signed: _____ Date: _____						