



LOWOOD STATE HIGH SCHOOL
EXITING STUDENT DETAILS FORM



Student Details			
Name: _____ HMG: _____ Date of Birth: _____ EQ ID: _____	Leaving Date: _____ Parent/Carer Name: _____ New Address (if applicable) _____ _____		
Reasons for Departure – please complete appropriate sections below			
<input type="checkbox"/> Transferring		Name of New School: _____	
<input type="checkbox"/> Apprenticeship/Traineeship		Name of Employer: _____	
<input type="checkbox"/> Employment	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	<input type="checkbox"/> Supporting documents from employer if student is under 16 years old	
<input type="checkbox"/> Further Education		Name of Learning Institution: _____	
<input type="checkbox"/> Unemployment		Further Details: _____	
<input type="checkbox"/> Other		Further Details: _____	
Bank Account Details (for payment of any Refunds if applicable)			
<input type="checkbox"/> Option A – Electronic Fund Transfer into bank account (must be the current 100% Finance Person)			
Parent/Carer Name: _____ Signature: _____			
Account Name: _____			
BSB: _____ - _____ Account Number : _____			
<input type="checkbox"/> Option B – Credit any refunds to the One School Account of Sibling			
Siblings Name: _____ Year Level: _____ Parent/Carer Signature: _____			
<input type="checkbox"/> I understand that if a refund is payable, it will only be issued once all outstanding Student Resource Scheme Fees and subject levies have been paid in full up-to-date, and all school resources including textbooks, library books, borrowed uniform items, musical instruments and other school resources are returned in good condition.			
OFFICE USE ONLY (Clearance Checks – All School resources MUST be returned and relevant Departments notified of departure)			
One School updated with: New Address Bank Account details checked and added Exited in One School		Signature: _____ _____ _____	Date: _____ _____ _____
Department	Outstanding Resources or other information	Staff Sign-Off	Date
Enrolment Officer	Email Senior Schooling and Dean's Teacher-Aides		
Attendance Officer	Enter into ID Attend as Attendance Not Expected (ANE)		
Textbook Hire/Library Resources Returned			
Accounts Receivable	Calculate if a refund is owed and process		