

## NOTICE TO WITHDRAW STUDENT From NBCS

Student Full Name: \_\_\_\_\_

Current School Year Group: \_\_\_\_\_

Date of Final Day of Enrolment: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

School student will be attending: \_\_\_\_\_  
(It is a government requirement that you notify NBCS which school your child will be transferring to.)

Parent / Guardian 1 Name

Parent / Guardian 2 Name

Signature

Signature

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Upon completion of this form, please:**

- scan and email to [enrol@nbcns.nsw.edu.au](mailto:enrol@nbcns.nsw.edu.au), **OR**
- place in an envelope addressed to 'The Registrar – NBCS' and leave at Main Reception.

*\*The registrar will send email confirmation upon receipt of your withdrawal notice. Please contact the registrar if you have not received this confirmation within 72 hours.*

As a reminder, the Terms of Enrolment that all parents / guardians agreed to and signed provides for the following:

**If withdrawing a child from the School after he or she has started attending the School:**

- If a full term's written notice is not provided, the current term's School fees, plus a further full term's School Fees, will be payable.
- Bonds are not refundable if the student has not completed 12 months of continuous enrolment at the School.
- Payment of fees cannot be refused by reason of any allegation or complaint relating to the services provided by the School, nor by reason of any set-off or cross claim.

**If withdrawing a child from the School after enrolling at the School but before commencement at the School**

- The non-refundable Enrolment fee(s) and Bonds are forfeited.
- For Year 7 entry, any placement deposits / commitment fees held by NBCS are forfeited.
- If a full term's written notice is not provided, a full term's School Fees will be payable.