



## STUDENT CLEARANCE FORM

*This form must be completed and returned to the school office in person or emailed to [office@southportshs.eq.edu.au](mailto:office@southportshs.eq.edu.au). All school-owned items must be returned, and any outstanding fees must be settled before the enrolment can be officially ended.*

### 1. STUDENT DETAILS

**Students Full Name:**

**Year Level:**

**Date of Birth:**

**Date Leaving:**

**Destination School (if applicable):**

**Reason for leaving:**

**Parent/Guardian Contact Details:**

**Forwarding Address:**

### 2. REFUND OF SCHOOL FEES

*This section must be completed, and our finance team will process a refund if one is owed to you.*

**Account Name:**

**BSB:**

**Account Number:**

### 3. CHECKLIST FOR FAMILIES

Before submitting this form, please ensure the following:

- ☐ All school-owned items have been returned (eg IPAD, Books)
- ☐ All outstanding fees have been paid.
- ☐ Bank account details have been provided.

### 4. DECLARATION

*"I confirm that all school-owned items have been returned, and any outstanding fees have been paid.  
I understand that failure to do so may delay the withdrawal process."*

**Parent/Guardian Signature:**

**Date:**

*Please consider donating good-quality used uniforms to our uniform shop – Thank you*

### OFFICE USE ONLY

Date form received:

- ☐ Copy of Timetable on Student File
- ☐ Removed from OneSchool
- ☐ Bank Details Recorded on OneSchool
- ☐ Closed a/c in Agresso