



**BRISBANE**  
**ADVENTIST COLLEGE**  
INTEGRITY - RESPECT - JOY

# UNENROLMENT FORM

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Please use this form to notify us of the cancellation of your child's enrolment.

## STUDENT DETAILS

<b>Surname</b>			
<b>First Name</b>			
<b>Address</b> <i>The student's primary place of residence</i>	<b>No. and street name</b>		
	<b>Suburb and State</b>		
	<b>Postcode</b>	<b>Contact Phone No.</b>	
<b>Year Level</b>		<b>Teacher/Form Teacher</b>	

## ADDITIONAL INFORMATION

Last date of attendance at BAC:	
Name of new school:	
Was the student enrolled in private music tuition at BAC?	No <input type="checkbox"/> Yes <input type="checkbox"/>
Was the student registered to use the BAC Bus Service?	No <input type="checkbox"/> Yes <input type="checkbox"/>

## PLEASE CHECK THAT THE FOLLOWING HAVE BEEN COMPLETED:

### PRIMARY

- All books returned to Primary LRC
- Tuckshop account paid in full (if relevant)
- Desk cleared and cleaned
- Fee account finalised

### SECONDARY

- All books returned to Secondary LRC
- Tuckshop account paid in full (if relevant)
- Locker cleared and cleaned
- Locker key returned to Secondary Student Reception
- ID card returned to Secondary Student Reception
- Laptop returned to IT Support office
- Fee account finalised

## REASON FOR LEAVING:

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## PARENT/CAREGIVER SIGNATURE

<b>Full Name</b>		
<b>Signature</b>		<b>Date</b>

## ADMINISTRATIVE STAFF USE ONLY

### Unenrolment Checklist - Primary

- All books returned to Primary LRC
- Tuckshop account paid in full (if relevant)
- Desk cleared and cleaned
- Close online programs (Mathletics/Lexia)

Authority Initial

Authority Signature

Date

### Unenrolment Checklist - Secondary

- All books returned to Secondary LRC
- Tuckshop account paid in full (if relevant)
- Locker cleared and cleaned
- Locker key returned to Secondary Student Reception
- ID card returned to Secondary Student Reception
- Laptop returned to IT Support office

Authority Initial

Authority Signature

Date

### Unenrolment Checklist - Administration

- Bus records updated
- Synergetic records updated/notification completed
- Fee account finalised
- Music tuition fees finalised

Authority Initial

Authority Signature

Date



# BRISBANE ADVENTIST COLLEGE

INTEGRITY - RESPECT - JOY

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Seventh-day Adventist Schools (South Queensland) Limited