

WITHDRAWAL FROM ENROLMENT



MLC
EARLY LEARNING
CENTRE

MLC EARLY LEARNING CENTRE (ELC)

Use this form to confirm the withdrawal from enrolment of a child at MLC's ELC.

STUDENT DETAILS Please use BLOCK LETTERS.

Surname _____ First Name _____

Date of Birth ____ / ____ / ____

FAMILY DETAILS

Mother

Surname _____

First Name _____

Mobile phone _____

Email _____

Father

Surname _____

First Name _____

Mobile phone _____

Email _____

Home address

Provide only one address if it's shared by mother and father.

Street address _____

Street address _____

Suburb _____

Suburb _____

State _____

State _____

Postcode _____

Postcode _____

The student lives at this address: All of the time Part of the time

GENERAL CONSENT

This is a declaration by the parents or guardian/s responsible for fees.

We:

1. Acknowledge that, as per the ELC Terms of Enrolment we both signed, we have agreed that:
 - a. If after paying the holding fee, but prior to starting at the ELC, we withdraw our child from the ELC and do not notify the ELC of our intention at least four weeks in advance, the holding fee will be retained by the ELC.
 - b. If after our child has started attending the ELC, we decide to withdraw our child from the ELC, we will give notice at least four weeks in advance. We understand that if we do not give this notice, four weeks' fees will be charged to the fee account from the date of notification.
2. Apply to have the above-named student withdrawn from enrolment at the ELC effective from ____ / ____ / _____. (date)
3. Which early learning centre/school is your child moving to? _____
4. Please provide reason(s) for your decision to withdraw your child from enrolment at the ELC.

FORWARDING ADDRESS

Street address _____

Suburb _____

State _____

Postcode _____

Phone _____

Would you like to stay in contact with MLC and receive communication? Yes No

Father's signature _____

Date ____ / ____ / ____.

Mother's signature _____

Date ____ / ____ / ____.