



Our Lady of Lourdes Primary School

5 Canyon Road, Baulkham Hills NSW 2153

Notice of Departure

Date of Advice	
Name of person/s advising of withdrawal	
Student/s Name/s and Class	
Last Day of enrolment at <i>Our Lady of Lourdes</i>	
Future Contact Details (Address & Phone Numbers)	
Destination School & Suburb	
Reason for Leaving	

Please note that under the School Fee Policy as set out by the Catholic Education Office Parramatta:

I understand and agree that I must give the school at least one school term's written notice of my intention to withdraw my child's enrolment at the school. I understand and agree that I must pay one school term's fees if I do not give the school this written notice at least one school term before my child's withdrawal. I understand that one school term means 10 school weeks

Bus Pass

*My Child/ren has/have been issued with a bus pass : Yes No

(If yes, this needs to be surrendered to the school)



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Name of Parent/Carer 1: _____

Signature/s : _____

Date: _____

Name of Parent/Carer 2: _____

Signature/s : _____

Date: _____

OFFICE USE ONLY

Date received	
Received by	
Principal notified	
Teacher/s notified	
School Fees Paid to date	
File/s updated	
Compass Updated	
Comments	