

Notice of Withdrawal Form



Date: ____ / ____ / ____ **At least four (4) weeks notice must be given to the centre**

Name of child: _____ Room: _____

Current days enrolled: Mon Tue Wed Thu Fri

Last day and date of attendance: _____, ____ / ____ / ____

Reason for withdrawal: _____

NB: New enrolments - withdrawing within the first three (3) months of attendance will forfeit 50% of your bond

AUTHORISATION

I, _____ (name of parent/guardian) authorise the above notice and understand that these change(s) will be implemented in four (4) weeks, unless notified by the Director of Grow ELC.

Signature of parent/guardian: _____ Date: ____ / ____ / ____

Contact number: _____

OFFICE USE ONLY

Date received: ____ / ____ / ____ Received by: _____ **Entered:** CC HW

Changes approved? YES / NO Director's Signature: _____ By: _____ Date: ____ / ____

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Bond / Fees Refund Form

As my child will no longer be attending Grow Early Learning Centre, I would like to arrange for my child's bond/balance of fees to be deposited into my nominated bank account:

Child's Name: _____ Child's last day: ____ / ____ / ____

Name of Account Holder: _____

Name of Bank: _____

BSB: _____ Account No. _____

Centre location:
<input type="checkbox"/> Blacktown
<input type="checkbox"/> Girraween
<input type="checkbox"/> Killarney Vale

NB: Your refund will be transferred into your account after your childcare account is reconciled and finalised with Child Care Subsidy (CCS) from Centrelink, there are no missing sign in/out entries, and there are no outstanding fees on your child's account.

OFFICE USE ONLY

Checked: Outstanding fees
 Attended until last day
 CCS reconciled

By: _____ Date: ____ / ____ / ____

Refund Amount: \$ _____ . ____

Bond: \$ _____ . ____ **PLUS**

Credit: \$ _____ . ____ **LESS**

Outstanding Fees: \$ _____ . ____

Amount Refunded: \$ _____ . ____ Date of Transaction: ____ / ____ / ____

Receipt No.: _____ Refunded by: _____

Entered: Fee record
 Hubworks

By: _____ Date: ____ / ____