

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.

Your child needs to attend up until, or at least ON their last day specified above. Centrelink will pay your CCS up to your child's last physically attended day. Any absences at the end of your child's care will be payable at FULL FEE.

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: ____ / ____ / ____

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:

Blacktown

Girraween

Killarney Vale

NB: Your refund will ONLY be transferred into your nominated account after your childcare account is reconciled and finalised with Child Care Subsidy (CCS) from Centrelink, and there are no outstanding fees on your child's account. Refunds are processed between 2-6 weeks after your child's enrolment has ended.

<p><u>OFFICE USE ONLY</u></p> <p>Checked: <input type="checkbox"/> Outstanding fees <input type="checkbox"/> Attended until last day <input type="checkbox"/> CCS reconciled</p> <p>By: _____ Date: ____ / ____ / ____</p>	<p>Refund Amount: \$ _____ . ____</p> <p><input type="checkbox"/> Bond: \$ _____ . ____ PLUS</p> <p><input type="checkbox"/> Credit: \$ _____ . ____ LESS</p> <p><input type="checkbox"/> Outstanding Fees: \$ _____ . ____</p>
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<p>Amount Refunded: \$ _____ . ____</p> <p>Receipt No.: _____</p>	<p>Date of Transaction: ____ / ____ / ____</p> <p>Refunded by: _____</p>	<p>Entered: <input type="checkbox"/> Fee record <input type="checkbox"/> Hubworks</p> <p>By: _____ Date: ____ / ____</p>
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