



## STUDENT EXIT PROCESS

There are times when enrolled students may seek alternative educational and vocational pathways for personal reasons. One key factor taken into consideration is the student's wellbeing. Another is the best placed learning environment for achieving success, feeling connected and getting the best out of oneself. For these and other reasons, families may advise the College that they seek to exit their son/daughter in pursuit of other learning opportunities. On occasion, the College may have reason to advise a family to seek an alternative learning setting for their son/daughter to complete their secondary education.

### Aim

To enable all students to:

- settle into a learning environment that they respect
- strive to do the best by themselves and their family
- seek pathways that will lead them into vocations of choice.

### Implementation

1. Parents are required to complete and sign the St Mary's College School **Exit-Termination of Enrolment Form**, available through the school office. This Document is required by the College Office and is used for the settlement of family accounts. Parents will be charged fees until the receipt of this document. It is important that it clearly states the official exit date of the student.
2. Once received, families will be asked to attend an exit interview with the Deputy Principal/Head of Campus to ensure a smooth transition for the student. At the interview, parents will be asked to complete all sections of the **School Transfer/Exit Form**. The interview must be conducted before an exit can be finalised.

The completed form will be submitted with any related documents to the College Administration Officer.

If a student is transferring to another school, an offer letter from that school is required (students under 17 years of age) and consent to share student records can be completed if appropriate.

Information on the training or employment program must be provided in an offer letter and submitted to the College.

The **School Transfer/Exit Form** is lodged by St Mary's College Administration with the Regional Director, Department of Education and Training for all students under 17 years of age.

In the case of a student not being in full time approved education, training or employment, or leaving school before completion of Year 10, approval to transition from school must be received from the Regional Director before a student's exit can be processed.

Leased musical instruments and borrowed books, materials or equipment must also be returned before an exit is finalised.

It is important to note that families will be billed up to and including the official date of exit. The Finance Officer will make contact regarding outstanding monies or credits to be made.

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