

End of Care Form- Child Leaving

Oxanda Education would like to thank you and your family for allowing us the opportunity to grow and learn with your family. Families are required to provide a minimum of 4 weeks written notice of their intention to withdraw a child from the center. Please see our Termination of Enrolment & Fee Policies.

Management reserves the right to suspend or terminate enrolments when breaches of family conduct guidelines or non-payment of fees occurs.

Please note: Australian Government Legislation states that CCS cannot be paid where a child does not attend on their last day (s) of care. Therefore, all **absences** after the last day of physical attendance at the center will be charged at full fee.

Date:	
Centre Name:	
Parent Name/s:	
Children Name/s:	
Reason for leaving:	
Last Day at Service:	
Your comments and feedback are of great value to us. Please add any comments or details regarding your time at the Centre	

Have you been offered the opportunity to transfer to another Oxanda Education Centre? There is a once off \$100 fee reduction if you choose to transfer to another Oxanda Education Centre. This reduction will be calculated off the full fee amount before CCS is applied. If you have any questions regarding this please see your Centre Manager.

I would like to Transfer to another Oxanda Education Centre NO YES, If YES which Centre: _____

I understand & acknowledge the following:	<ul style="list-style-type: none"> I am required to provide 4 weeks written notice of my intention to withdraw my child CCS cannot be applied if my child does not attend last day/s of notice period and full fee will be applied for these days I agree to ensure all outstanding account fees are finalised on or by my child's last day at service I understand that the debt collection process will be initiated for any outstanding fees I am responsible for collecting any of my child's belongings from the service on or by their last day of care
Parent Name:	
Parent Signature	
Date:	
Date received by Management:	Name & Signature:

Office Use Only:

Are the sign in/out sheets up to date?	YES	NO
Has Debit Success been cancelled?	YES	NO
Date of last day of attendance:		
Has the booking been ended?	YES	NO
Is the account at a NIL balance?	YES	NO