



Villa Maria College
T E W H A R E O M E R I

LEARN TO PRIZE WHAT IS OF VALUE

REQUEST FOR WITHDRAWAL FORM – Foreign Fee Paying Student

This form will constitute written notice of termination for enrolment. The notice period begins the day after the date this form is received by a staff member of Villa Maria College.

STUDENTS DETAILS	
Student ID:	Date of Birth:
First Name	Last Name
Enrolment Start Date:	Enrolment End Date:
Date of proposed withdrawal:	
Reason for withdrawal: (please attach any relevant evidence)	
Student Signature:	Date:

PARENTAL CONSENT	
By signing below the parent authorises their child to be withdrawn from Villa Maria College as per the proposed withdrawal date. The parent acknowledges that there may be financial and academic consequences that arise as a result of an early withdrawal from the programme of study.	
Parent 1 Signature:	Date:
Parent 2 Signature:	Date:
Parental Comment:	

Withdrawal Form Received By:

Withdrawal form **can not** be processed without parent consent and attached evidence that parents have been informed of the students intended withdrawal and the implications of an early withdrawal

Staff Name:

Position:

Staff Sign:

Date:

Withdrawal Approval:

Staff Name

Position

Staff Sign:

Date:

Staff Comment:

Staff Checklist

SLT and teaching staff notified

Students withdrawn from NCEA assessments where necessary

Immigration notified

Student given refund request and offered guidance around school refund policy.