

Cnr 9<sup>th</sup> & 11<sup>th</sup> Roads  
 off Lever Road  
 Erand,  
 Midrand  
 Tel: 011 318-2481  
 Fax: 086 555 2250  
 E-mail: [bursar@christchurchprep.co.za](mailto:bursar@christchurchprep.co.za)  
 Website: [www.christchurchprep.co.za](http://www.christchurchprep.co.za)



## CHRIST CHURCH PREPARATORY SCHOOL AND COLLEGE

### Notice of pupil leaving

**Learner's Details: (Please print clearly)**

Type of Notice (Please mark relevant block)	Provisional Notice		Final Notice	
Learner's Surname				
Learner's Full Names				
Current Grade				
Account Number				
Parent's Contact Numbers	Mother		Father	
Parent's email address				
Date when leaving				
Reason for Leaving				
School going to				
Signature – both parents (if applicable)	Mother		Father	
Date				

**Financial information and Notice Period:**

Parents undertake to give the school one full calendar term's written notice or in lieu therefore to pay a full calendar term's fees and levies before removing the pupil from the school, irrespective of the reasons for removal.

Transfer letters will be issued once all books have been returned and accounts are settled in full.

**Enrolment fee:**

The enrolment fee is partially refundable if the child leaves within the first three years at the school. One quarter is deducted per completed year/part thereof. After the child has been at the school for 3 years, no further refund in respect of the enrolment fee is applicable.

**Kindly email completed form to** [bursar@christchurchprep.co.za](mailto:bursar@christchurchprep.co.za).

We will acknowledge receipt of the notice and terms within 24 hours, unless notice is given during holidays or weekends.

**OFFICE USE ONLY**

Date Notice Received		Acknowledgement mailed	
Family code		Admin No	
Books returned		Learner clearance form recd	
Amount Enrolment fees Paid		Entry year	