

Cnr 9th & 11th Roads
 off Lever Road
 Erand,
 Midrand
 Tel: 011 318-2481
 Fax: 086 555 2250
 E-mail: bursar@christchurchprep.co.za
 Website: 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.

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	
Immigrant child?		Books returned	
Entry year		Learner clearance form recd	
Amount Enrolment fees Paid		Refund amount	