



Leaving Comet Bay College? Must do this!

ALL students intending to leave Comet Bay College at any time **during the course of the year** (other than graduated students) are required to complete the following process **PRIOR to leaving**. This is a Department of Education requirement which finalises the student's enrolment with the College and assists in a number of other administrative areas within schools.

The intention of this process is to ensure that the student has returned any property belonging to the school (eg. Library Resources), and the student Contributions and Charges records are able to be amended accordingly.

Student is DEFINITELY leaving:

- ❶ **Obtain a 'Clearance Form' from College Administration.**
- ❷ **The Student MUST take this form to each teacher/department indicated on their form for signing off/processing.**
- ❸ **Return ANY outstanding College property signed out to The Student.**

This includes Laptop and any accessories; books; resources; electronic devices and accessories. Where any items signed out to a student are not returned PRIOR to the student's departure, relevant courses of action will be taken to recover College property. Items of considerable value will be registered as stolen property with the Police. A receipt will be issued upon the return of electronic devices.

- ❹ **ONCE COMPLETED, students must return the form to ADMINISTRATION to finalise the departure process.**

NOTE: It is advised that students (or their parent/guardian) request a Clearance Package **AS SOON AS THEY ARE AWARE THAT THEY ARE LEAVING**.

Need a Clearance Form? Any questions?

Contact Administration Staff on **9553 8100**, alternatively email cometbay.cc@education.wa.edu.au stating the student's full name, and relevant query.

Your assistance with this process is appreciated!