

# Cancellation of Care

## Discontinuing Enrolment

You are required to give two weeks written notice to the Service Leader if you are discontinuing your child's enrolment. Fees are payable up to and including the end of notification date. If no written notice is given, then the last two weeks of care will be charged at full fees.

Child/rens Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

must be the account holder

Date of last session: \_\_\_\_\_

Applying for Bond refund:  YES  NO  
if applicable

Applying for Account Credit:  YES  NO  
if applicable

Bank Account Details:

Name: \_\_\_\_\_

BSB: \_\_\_\_\_

Account: \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Date: \_\_\_\_\_

Name of Coordinator \_\_\_\_\_

Signature of Coordinator \_\_\_\_\_

Date: \_\_\_\_\_

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Office Use Only

Processed Date: \_\_\_\_\_

if applicable

Payment Date: \_\_\_\_\_

if applicable

Processed by: Name: \_\_\_\_\_

Signature: \_\_\_\_\_