



Student Exit Form

Before leaving school, all returnable resources including textbooks, library books, musical instruments, microscopes, laptops, computers, telephone and headsets must be returned to the school within 30 days of notifying the school of your intention to leave. Refunds (where applicable) are unable to be processed until all resources are returned.

A \$100 Administrative Charge is payable for enrolments finalising within 16 school weeks of the enrolment becoming active.

The Department of Education (DoE) is collecting the information on this form for the purposes outlined in the Education (General Provisions) Act 2006 (EGPA 2006), and in particular for:

- assess this application for a refund of part of the fee paid for distance education, pursuant to section 434 of the Education (General Provisions) Act 2006 (Qld) (the Act) and section 71 of the Education (General Provisions) Regulation 2017 (Qld) (the Regulation); and
- communicate with the student and persons seeking a refund of fees for a program, or component of a program, of distance education about any aspect of this application.

Personal information collected in this form will otherwise only be accessed by authorised staff of the School of Distance Education at which the student is enrolled and departmental employees. It will not be given to any other person or agency unless you have given DoE permission or DoE is authorised by law.

Refunds: A person may apply for a refund of part of the fee paid for distance education in accordance with Section 71 of the Regulation (<https://www.legislation.qld.gov.au/view/whole/html/inforce/current/act-2006-039>) due to a change in their personal circumstances, or a change in a component of a program at a state School of Distance Education. Refunds are calculated in accordance with the [Refund look-up table](#). Further information on the distance education enrolment fee and the calculation of part refunds is available at: <http://ppr.det.qld.gov.au/education/management/Pages/Distance-Education-Enrolment-Fees.aspx>.

This form must be returned within 5 working days to the relevant year level sector:

P-6: Preptoyear6enrolments@cairnssde.eq.edu.au **Yr7-9:** Year7toyear9enrolments@cairnssde.eq.edu.au

Yr10-12: Year10toyear12enrolments@cairnssde.eq.edu.au **or Fax: (07) 40809100**

Student Name		Year Level		Age	
Date of Leaving School		Destination School			
Reason for Leaving					
If enrolling with Home Education Unit (HEU): please attach a copy of your provisional registration email from HEU					
If student is not transferring to another school and is 16 years or older:					
Undertaking full time employment (must be working 25 hours or more per week)			Undertaking further education/training: TAFE etc.		
Employer Name	Commencement Date	Provider Name	Commencement Date		
Should these circumstances change, you are required to advise the school immediately as per the Education (General Provisions) Act 2006. Further information regarding compulsory schooling can be found on reverse.					
Refunds: I wish to apply for a refund* for monies paid to Cairns School of Distance Education where applicable: *Refunds may take 6-8 weeks to be processed (once all resources have been returned if applicable)					
I understand that:					
<ul style="list-style-type: none"> if resources are not returned to the school within 30 days of notifying the school of finalisation, any refunds owing may be forfeited. any outstanding invoices or invoices raised to replace resources lost or returned in a damaged condition, will be deducted from the security deposit during the refund calculation. I will be invoiced for any shortfalls where any applicable refunds/security deposit don't cover the costs of any outstanding/ damaged resources or outstanding invoices if my student has been enrolled less than 16 school weeks, a \$100.00 administration fee will be deducted 					
<input type="checkbox"/> I confirm that I have read and understood the conditions of making this application for a refund.					
Parent / Guardian's Signature		Date			
Parent/Carers Name		Contact Number			
Mailing Address					
Bank Account Details For EFT Refund – ensures payment to be deposited directly into your bank account					
Name of Bank		Account Name			
BSB		Account Number			



Student Exit Form

Definitions (*Education (General Provisions) Act 2006*)

<http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/E/EducGenPrA06.pdf>

Chapter 1 Preliminary

Part 5 Interpretation

Chapter 9 Meaning of compulsory school age

- (1) A child is of **compulsory school age** if the child is at least 6 years and 6 months, and less than 16 years.
- (2) However, a child is no longer of compulsory school age if the child has completed year 10.

Chapter 9 Compulsory schooling Part 1 Compulsory schooling requirement Division 1 Parents' obligations

9 Obligation of each parent

- (1) Each parent of a child who is of compulsory school age must—
 - (a) ensure the child is enrolled at a State school or non-State school; and
 - (b) ensure the child attends the State school or non-State school, on

Every school day, for the educational program in which the child is enrolled; unless the parent has a reasonable excuse. Maximum penalty—

- (a) for a first offence—6 penalty units; or
 - (b) for a second or subsequent offence, whether or not relating to the same child of the parent—12 penalty units.
- (2) Without limiting subsection (1), it is a reasonable excuse for a parent (the **relevant parent**) that—
 - (a) the child lives with another parent and the relevant parent believes, on reasonable grounds, that the other parent is complying with subsection (1); or
 - (b) in all the circumstances, the relevant parent is not reasonably able to control the child's behaviour to the extent necessary to comply with subsection (1).
 - (3) Subsection (1) applies subject to parts 2 to 4.

10 What is attendance

- (1) A child attends a State school or non-State school only if the child complies with the school's requirements about physically attending, at particular times, its premises or another place.
- (2) However, despite subsection (1)—
 - (a) a child enrolled in a program of distance education is taken to attend the school of distance education offering the program by completing and returning the assigned work for the program; and
 - (b) a child enrolled in an external program is taken to attend the State school or non-State school offering the program by complying with its requirements about communicating with or contacting the school for the purpose of participating in the program.

Chapter 10 Compulsory participation in education or training Part 1 Key terms

231 Compulsory participation phase

A young person's **compulsory participation phase**—

- (a) starts when the person stops being of compulsory school age; and
- (b) ends when the person—
 - (i) gains a certificate of achievement, senior statement, certificate III or certificate IV; or
 - (ii) has participated in eligible options for 2 years after the person stopped being of compulsory school age; or
 - (iii) turns 17 years.