



The Riverina Anglican College Student Clearance Form

Please complete this form and return to the Administration Office
prior to leaving the College.

Student Name _____	Academic Year _____	Date Leaving TRAC _____
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Once a student is cleared the refundable Bond may be returned to the family on the condition that all fees and accounts are paid in full.

1. Students need to take all their textbooks to the Library
2. Bring the completed form back to the office to be signed by the Principal

Department	Texts/equipment returned	Staff Member's Signature
Library	Y / N	
Locker key	Key returned Y / N Deposit Refund Y / N	
Uniform Shop	Please go to the Uniform Shop to sign out	
IT Department	Please go to the IT Department to sign out	
Art Work Collected	Y / N	
D&T Work Collected	Y / N	
Music Instrument	Instrument Returned Y / N	
& Locker Key	Key returned Y / N Deposit Refund Y / N	

Destination:

<input type="checkbox"/> Government School: _____	<input type="checkbox"/> Full-time Employment: _____
<input type="checkbox"/> Non-Government School: _____	<input type="checkbox"/> Part-time/Casual Work: _____
<input type="checkbox"/> Interstate: _____	<input type="checkbox"/> Apprenticeship: _____
<input type="checkbox"/> Overseas: _____	<input type="checkbox"/> Traineeship: _____
<input type="checkbox"/> University: _____	<input type="checkbox"/> TAFE or other RTO: _____
<input type="checkbox"/> University Deferred: _____	<input type="checkbox"/> Seeking employment: _____

Other: _____

Signed by Principal: _____

Office Use Only:

Board of Studies	Denbigh	Transport
Fees paid to date:	Date File closed:	Bond refunded Y / N Siblings here Y / N

Signed by Business Manager: _____

*** PLEASE USE THIS FORM FOR ALL STUDENTS LEAVING AS FROM JANUARY 2015 ***