CAPELLA STATE HIGH SCHOOL
LEAVER’S CLEARANCE FORM

PERSONAL DETAILS
Name: ____________________________
Date of Departure: ________________ Form: __________

REFUND PAYABLE DETAILS
Payable to: ________________________
Forwarding Address: ______________________

New School (if applicable): ______________________

Employment: * YES NO
Destination (if other): ________________

PROCEDURES
STUDENT - List your SUBJECTS and TEACHERS
- Present form to ALL teachers, library aide, tuckshop and relevant HOD
STAFF/HOD - Please sign to indicate awareness of student departure
- List outstanding non library materials
LIBRARY - Please sign clearance only when class texts and library books have been returned.
List outstanding items.
TUCKSHOP - Please sign to indicate no outstanding monies are owed to tuckshop. List any outstanding monies
1:1 STUDENT LAPTOP - Please sign clearance only when laptop, power pack and laptop case have been returned. List outstanding items.

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>STAFF</th>
<th>SIGNATURE</th>
<th>ITEMS OUTSTANDING</th>
<th>APPROX COST</th>
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<td>CEP</td>
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<td>HOD (jnr/snr)</td>
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<td>Tuckshop</td>
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<td>Library</td>
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<tr>
<td>1:1 Student Laptop, Charger &amp; Case</td>
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<td>Mrs Laan</td>
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<td>Ms Hoare</td>
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RETURN FORM TO ADMINISTRATION FOR SIGNATURE

Principal: ____________________________ Date: ________________

SEE FRONT OFFICE STAFF FOR Transfer Certificate: YES NO
Resource scheme refund
- Amount ____________________________
- Approved for Payment: YES / NO
- Cheque Number: ____________________
- Date: ________________

FILE IN STUDENT’S PERSONAL FOLDER
* circle appropriate response
## Reimbursement Details

### Enrolment Details for Reimbursement Workings

<table>
<thead>
<tr>
<th>Date Enrolled</th>
<th>Date Left</th>
<th>No of Weeks attended</th>
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</table>

For the CURRENT year

### Has the Govt TB cheque been claimed? YES  NO

#### Government Textbook Allowance Grant (YORA)

- No of weeks attended: ____ x $____ (weekly portion) = $____ (portion used) *(To find weekly portion – divide no. of school weeks into amount of TB Allowance cheque for the Year level)*
- Amount of TB Allow cheque received $________
- Less portion of TB Allow cheque used $________
- Amount of Refund from YORA (4J01) $______(A)
- OR Amount owing if No TB Cheque received - $______(A1)

#### Specific Subject Costs – Parent Contribution (YORC)

- No of Terms Attended ____ x $____ (term portion) = $____ portion used *(To find term portion – divide no. of terms (4) into the Subject Cost)*
- Amount of Subject Costs received $________
- Less portion used $________
- Amount of Refund from YORC $______(C)
  - OR Amount Owing (unpaid) - $______(C1)

For Specific Subject

#### Specific Subject Costs – Parent Contribution (YORC)

- No of Terms Attended ____ x $____ (term portion) = $____ portion used *(To find term portion – divide no. of terms (4) into the Subject Cost)*
- Amount of Subject Costs received $________
- Less portion used $________
- Amount of Refund from YORC $______(C)
  - OR Amount Owing (unpaid) - $______(C1)

For Specific Subject

### Has the Parent Contribution been paid? YES  NO

#### Parent Contribution (YORC)

- No of weeks attended: ____ x $____ (weekly portion) = $____ (portion used) *(To find weekly portion – divide no. of school weeks into amount of Parent Contribution for the Year level)*
- Amount of Parent Contribution received $________
- Less portion of Parent Contribution used $________
- Amount of Refund from YORC $______(B)
  - OR Amount Owing (unpaid) - $______(B1)

### Outstanding Books/Resources

- Final check – have items been returned? YES  NO
  - Amount owing for Books etc. $______(F1)
- OR Amount Owing (unpaid) - $______(C1)

### PAYMENT/REFUND TOTAL RECONCILIATION

- Amount of Refund payable $________
  - (add A,B,C,D,E)
- Less Unpaid portion (if applicable) $________
  - (add A1,B1,C1,D1,F1)
- TOTAL AMOUNT PAYABLE $________

### FULL TOTAL OF REFUND TO PARENT/GUARDIAN (G) $________

PAYMENT NO: __________________

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