



Queensland Lutheran Early Childhood Services

ENR.011 Cancellation/Change of Enrolment [V10-11]

Child's Name

Class/
Group

Parent/Guardian
Name

Phone

Cancellation of enrolment

Date notice was given:

Last day of care:

Change of enrolment

Date changes to take effect:

Please indicate new booked days below

Mon

Tues

Wed

Thur

Fri

For the purpose of improving our service delivery, it would be appreciated if you could inform us of the reason why you are cancelling or changing your child's enrolment

In signing below I verify that I am aware of the following terms of cancellation or changes to my child's enrolment:

- As per the Service policy two (2) weeks notice must be given (4 weeks in sessional Kindergartens). Exceptional circumstances may be considered by the Director/Co-ordinator if notification received in writing requesting that the notice period be waived.
- Your child must attend on their last day to be entitled to CCB; full fees will be charged in lieu of attendance for the last day of the notice period and any day that your child was absent prior to this day (refers to the notice period only)
- Your final statement will be printed out, please keep this on file as a fee may be charged should you request a reprint
- If your account is in credit you will be issued a refund by direct banking deposit, please ensure your bank details are completed below

Parent/Guardian
signature

Date

If your account is in credit and you require a refund please provide the following details:

Account Name

BSB

Account number

***Office use only**

Change/cancellation entered on records
(Qik Kids or accounts records)

Final account sent