

FORMAL WITHDRAWAL PROCESS

Dear Parents/Guardians

We would like to advise the introduction of our new FORMAL WITHDRAWAL SYSTEM. **Please note, that this is the only way to withdraw your child/children from the School. We will no longer be accepting withdrawals by phone, email or letter.** This is to avoid any confusion whether a withdrawal has been received by the School.

Just a reminder, that a full terms notice is required before withdrawing the student from the School and in default of such notice shall pay to the School one quarter of the applicable annual Tuition Fee, together with all outstanding fees.

Login to the Parent Portal and select the Formal Withdrawal icon from your Quicklinks.

The image shows a 'Quick Links' menu with a grid of 20 icons and their corresponding labels. The 'Formal Withdrawal' icon, which depicts two people, is circled in yellow. The other icons include: CANVAS LMS (red circular pattern), Term Dates (calendar with '12'), Newsletter (newspaper), Co-Curricular Information (person with basketball), Lunch Orders (lunch tray), PTO (three blue circles), School Policies (notepad and pen), Medical Form (green heart), Booklist (globe), Practical Music Studies (musical notes), User Guides (laptop), Inter-School Sport Notice Board (person with basketball), SSO (pink document), Year 10 Subject Selection Handbook (purple graduation cap), Tuition Fees (calculator), Careers Noticeboard (person with 'ABC' sign), and Library Digital Resources (laptop).

Icon	Label
	CANVAS LMS
	Term Dates
	Newsletter
	Co-Curricular Information
	Lunch Orders
	PTO
	School Policies
	Medical Form
	Booklist
	Practical Music Studies
	User Guides
	Inter-School Sport Notice Board
	SSO
	Year 10 Subject Selection Handbook
	Tuition Fees
	Careers Noticeboard
	Library Digital Resources
	Formal Withdrawal

An automated form will be displayed as below. Your information will be pre-loaded into the form and the only thing you will be required to do is select the student/s that will be withdrawing.



Student Formal Withdrawal

Family Details **Questionnaire**

Parent ID	<input type="text"/>
Parent 1 ID	<input type="text"/>
Parent 1 Mobile	<input type="text"/>
Parent 1 Mbl	<input type="text"/>
Parent 1 Email	<input type="text"/>
Parent 1 Emi	<input type="text"/>

One page 2, you will be asked to complete a questionnaire. The questions must be completed before you can submit the form.



Student Formal Withdrawal

Family Details **Questionnaire**

Question 1* What is the reason for withdrawing this student or students?

Please give as much detail as possible

Question 2* Will your child/children be attending another school?

Yes No

What will be their last day of school*

Previous

Next

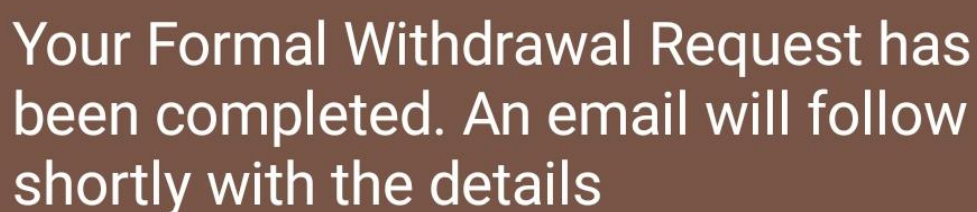
Submit

Once your form is submitted, you will receive a confirmation text message.



Your Formal Withdrawal Request has been received and is now being processed. Confirmation will be advised in due time

Once your Withdrawal has been completed by Enrolments, you will receive the following text message.



Your Formal Withdrawal Request has been completed. An email will follow shortly with the details

If you have any problems with this form, please email enrolments@pmacs.wa.edu.au for assistance.