



Bus Cancellation Form

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Please read "Condition of Bus Cancellation" before signing this document. Complete all sections in BLOCK CAPITALS.

Office Use Only:			
Student Code:		Family Key:	
Form Checked: <input type="checkbox"/>	Date:	Initial:	Bus Cancelled: Yes <input type="checkbox"/>
System Updated: <input type="checkbox"/>	Date:	Initial:	Cancellation Date:
Bus Driver Informed: <input type="checkbox"/>	Date:	Initial:	Used Bus: <input type="checkbox"/> Way <input type="checkbox"/> Way
Adjustment To Finance:			
Statement of Invoice Checked: <input type="checkbox"/>	Date:	Initial:	Effective From:
Account Master File Checked: <input type="checkbox"/>	Date:	Initial:	

SECTION 1 - BUS DETAILS	
Cancellation Date:	Effective Date:
Used Bus for: 1 Way <input type="checkbox"/> am/pm	2 Way <input type="checkbox"/>

SECTION 2 - STUDENT DETAILS			
1.	<i>Surname</i>	<i>Given Name</i>	<i>Class</i>
2.	<i>Surname</i>	<i>Given Name</i>	<i>Class</i>
3.	<i>Surname</i>	<i>Given Name</i>	<i>Class</i>
4.	<i>Surname</i>	<i>Given Name</i>	<i>Class</i>
5.	<i>Surname</i>	<i>Given Name</i>	<i>Class</i>

SECTION 3 - CURRENT ADDRESS DETAILS

Street No./Name:

Suburb:

Post Code:

Contact Details

Contact Name:

Phone: ()

Mobile:

SECTION 4 – CONDITIONS OF BUS CANCELLATION

- It is the parents' responsibility to ensure that the bus **account is finalised** before the service is cancelled.
- All bookings are for a **fixed full term**.
- All cancellations are to be made through the office not by word of mouth and are to be made 2 weeks in advance.
- If you wish to cancel the bus during the term, you will **still be billed for the full term**.

SECTION 5 – DECLARATION

I certify that the above information given herein by me is correct. I have read and note the above "Conditions of Bus Cancellation" and I agree to be bound by these conditions.

Parents/Guardian Full Name:

Relation to Children:

Parent/Guardian Signature:

Date: