

# KINDERGARTEN PLACE WITHDRAWAL FORM



Date of request: \_\_\_/\_\_\_/\_\_\_

Withdrawal

Deferral

Child's name: \_\_\_\_\_ Child's DOB: \_\_\_/\_\_\_/\_\_\_

Kindergarten: \_\_\_\_\_ Group: \_\_\_\_\_

Parent / Guardian name: \_\_\_\_\_

Date your child last attended kindergarten: \_\_\_/\_\_\_/\_\_\_

Reason for withdrawing your child (please tick)

Moving to a different location

Transportation difficulties

Difficulty with session times

Deferred to the following year

Other: \_\_\_\_\_

Teacher has been notified of withdrawal  Yes  No

Parent's Signature: \_\_\_\_\_

## REFUND OF FEES:

Should it be determined that fees are to be refunded to you, please complete the below banking details:

BSB \_\_\_\_\_ Account \_\_\_\_\_

Account name \_\_\_\_\_ Bank \_\_\_\_\_

Parent's Email Address \_\_\_\_\_

*Remittance advice shall be sent to the above email address once financial processing has been completed.*

**Please allow 7-10 working days for transfers to become available after processing.**

*A copy of our Fees Policy can be accessed on our website. YMCA Ballarat may issue a pro rata refund in exceptional circumstances.*

Please email the completed form to [yeym.enrolments@ymca.org.au](mailto:yeym.enrolments@ymca.org.au).

For any further enquiries, please call YMCA Ballarat – (03) 4311 1500

Office Use Only: QK Booking  \_\_\_\_\_ QK Billing  \_\_\_\_\_ QK Flag  \_\_\_\_\_ QK Note  \_\_\_\_\_

ENet  \_\_\_\_\_

CList  \_\_\_\_\_

KIM  \_\_\_\_\_

DashB  \_\_\_\_\_

YMCA Ballarat, Barkly Square, 25-39 Barkly Street Ballarat | PO Box 321, Ballarat, Vic 3353 T 03 4311 1500

E [yeym.enrolments@ymca.org.au](mailto:yeym.enrolments@ymca.org.au) W [www.earlyyears.ymca.org.au](http://www.earlyyears.ymca.org.au)

BYMCA Children's Services YEYM

Kindergarten Withdrawal Form

Reviewed: 08.04.2019