

SIXTH FORM - CLEARANCE SHEET – 2018

PLEASE COMPLETE ALL SECTIONS OF THIS FORM

Full Name		Form		Year	12/13
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AS/A2/GCSE Subjects	All Books/equipment have been returned ** (To be signed by Head of Department or Subject Teacher.)
1.	(Staff Signature)
2.	(Staff Signature)
3.	(Staff Signature)
4.	(Staff Signature)

GCSE RETAKES (if applicable)	
1. Mathematics	(Staff Signature)
2. English Language	(Staff Signature)

** Value of books or equipment <u>not</u> returned	£	
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Library Books - Librarian to sign		Value of books / fees outstanding	£		
Exams Officer to sign		Outstanding Exam Fees	£	Exam Certificates collected	Yes / No
Mrs Dobson to sign		Locker Key Issued	Yes / No	Locker Key Returned Locker Number	Yes / No
Mrs Dobson to sign		ID Card Returned	Yes / No		
Mr Hooper to sign		iPad issued		iPad returned	

Comments (iPad)	
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Refund (if applicable) will be paid directly in to bank accounts. Please provide the following details:

Email Address	
Account Name	
Sort Code	Account Number (8 digits)

INTENTIONS : What is your intended course/employment?

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Completed form to be signed by Mrs Dobson		Date	
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All sections of this form must be completed and returned to Mrs Dobson by Friday 29 June in order to avoid the forfeit of Caution Money.

John O'Hara
Director of Sixth Form
2017

07d/leavers.destinations/clearance
 form/2016-17

23/01/2017

FOR SCHOOL USE			
ParentPay Refund		Refund Ref	
Authorised 1 st Signatory		Amount : Caution	
Authorised 2 nd Signatory		Amount : L/Deposit	
Refund Input		Date of Issue	