



PERMANENT BOOKING CANCELLATION

**** Two weeks notice is required for any changes or cancellation to bookings ****

Please return to reception or email – see above

Childs First Name: _____ Last Name: _____

Final date: _____ A minimum of 2 weeks notice must be given for cancellations.

If we are holding a share fee that you paid at enrolment, please choose from the following three alternatives:

- Refund my \$100 share fee by
- Crediting against outstanding fees OR
- Transfer to Bank Account **(this option is only available if there are no outstanding fees)**
BSB no. _____ Account no. _____ OR
- OR**
- Please accept my \$100 share fee as a donation
General donation _____
Book, toy or equipment donation only _____
- OR**
- Please accept \$ _____ of my share fee as a donation and refund the remainder as above.

Shareholder Parent name: _____

Signed: _____ Date: _____

Would you like to meet with your child's Room Leader and/or Coordinator to review your child's care, give feed back about our service? This can be done after you have left the service if time does not permit at present: YES / NO

Alternatively you can attach feedback or comments.

Please-

- Check details are correct, and confirm final date.
- Discuss your Childs records with room staff – i.e. photos, developmental and other care records that you may want copies of.
- Empty your family pocket in your child's room.
- Cancel Salary packaging by directly contacting Monash University HR

THANK YOU AND BEST WISHES FOR THE FUTURE

Keep in touch – we welcome return visits