

Leaving Checklist

SCHOOL

1. Collect the **Leaving Forms** from the International Office, and complete.

In order to obtain the signatures as required, you may need to:

- Return all Text books and Library books.
Failure to do this will mean your account will be charged for the value of the books.
 - Ensure all accounts have been paid at the Finance Office, Uniform Shop, Doctor and Homestay.
 - Return your Locker Key if you have one.
 - Ensure your forwarding and email addresses will be valid for up to six months after you leave.
Any official documentation that we receive will be sent to these addresses.
2. If you are undertaking tertiary study in NZ, please collect a copy of your insurance policy from the International Office.
 3. The Uniform Shop may purchase back from you, some of your uniform items such as; skirts, jerseys, shorts / trousers, dresses, blazers / jackets. These will need to be thoroughly cleaned (washed and ironed). Please see the attached Second-Hand Uniform Guidelines and Form for further instructions.
 4. You may need to return sports gear/uniform to the sports office.

PLEASE NOTE:

Official documents such as school reports, leavers certificates, letters of attendance, year books, etc, will not be given out, until all bills have been paid, and the Leaving Form has been completed and returned to the International Office.

HOMESTAY

1. If you would like items sent back to your home country, you will need to pack these carefully for shipment. This can be sent by New Zealand Post. If in doubt, please ask the International staff.
2. Please clean your room before you leave your homestay. Put the sheets out to be washed, put rubbish out in the bin and vacuum the floor.
3. Ask your host family if there is anything else they would like you to do before you go.

Please remember to THANK them for allowing you to stay in their home 😊