

## SIGNING OUT FORM

**Name of Student:** \_\_\_\_\_

*This form needs to be signed by all the appropriate persons before original certificates will be issued and/or bond refunded. **The Finance Office is to be visited last.***

		Person Responsible		Signature	Date
<b>All Students</b>	<b>Library</b>	All Books, Videos etc Received		Librarian	dd / mm /20 yy
	<b>College Keys</b>	All Keys Received		Receptionist	dd / mm /20 yy
		Key Register Signed Off		Receptionist	dd / mm /20 yy
	<b>Student Fees</b>	All Fees Paid		Finance Office	dd / mm /20 yy
	<b>Work Contract</b>	All Hours Done		Property Manager	dd / mm /20 yy
<b>Renters</b>	<b>Unit / Room</b>	Inspection Done		Property Manager	dd / mm /20 yy
	<b>Rent</b>	Rent Paid		Finance Office	dd / mm /20 yy
	<b>Electricity</b>	Meter Reading		Finance Office	dd / mm /20 yy
		Electricity Account Paid		Finance Office	dd / mm /20 yy

**Principle:** \_\_\_\_\_

**Finance Office:** \_\_\_\_\_

*Pass on to Secretary, please.*

**Secretary:** \_\_\_\_\_ (amends records)