

STAFF EXIT CLEARANCE FORM

Staff Instructions: Sadly, you are leaving ARIS. In order that we can provide with the necessary testimonials and references, please ensure that you leave everything in good order. First, complete your personnel details, then return to the library all textbooks and educational resources borrowed, and the accountant for any financial assistance provided or owed to ARIS. Finally, obtain the signatures required below and submit the form to the Human Resource Manager before departure.

Staff Details

Date dd/mm/yy	
Family Name/ Given Name	
Personal Email	
Phone Number	
Last Day in ARIS	
Department & Class	
Subject Area (s)	
Contract Expiry Date	
Exit Process starting Date	
Exit Form completion Date <i>(should be signed by all departments, in the sequence listed and finally presented to Finance dpt)</i>	

Please declare in writing below the following: (I am on a commitment to a loan with.....Bank and I will personally inform the Bank of my Exit from ARIS. ARIS is not responsible of communicating to the

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Kindly circulate the Staff Exit Form following the listed order of the department.

- 1. Library Department**
- 2. IT Department**
- 3. Head of School**
- 4. Communication & Admission Department**

5. Human Resource Manager/Administrator

6. Accounts Department

Library Department (To be completed by Librarian)

The above-named staff:

Has no outstanding library books/materials/resources **OR** should be invoiced for the following outstanding library books/materials/resources.

(Please list the lost/damaged items + Amount to be invoiced)

Item	Amount (USD)
Signature of Librarian:	Date:

IT Department (To be completed by the Tech Manager)

The above-named staff:

Has no outstanding laptops/tablets/cameras/any other IT tool **OR** should be invoiced for the following outstanding laptops/tablets/cameras any other IT tool

(Please list the lost/damaged items + Amount to be invoiced)

Please make sure that Electronic Data has been managed and kept safely. Specify where and with who.

IT department will make sure to..... on **the staff last day at ARIS:**

- ☐ block the staff access to any software
- ☐ block the staff ARIS email
- ☐ cancel his ARIS ID number

Items	Amount (USD)
Signature of Tech Manager:	Date:

Head of School (To be completed by the Head of School)

In relation to the above-named staff, the following should be on record:	
Signature of Head of School:	Date:

Communication & Admission (To be completed by the Communication and Admission Manager)

In relation to the above-named staff, the following should be on record:	
Signature of the Com & Adm Manager:	Date:

Human Resource Manager/Administrator (To be completed by the HRM/Administrator)

<p>The above-named staff:</p> <p>Has given adequate notice of exit from ARIS and has no outstanding responsibilities to the school, the teaching faculty or to his/her peers. There are no pending disciplinary issues and, having complied with all explicit obligations, the staff is in good standing with the school OR the following responsibilities are pending:</p>

- ☐ **School Provident Fund Redemption**
- ☐ **Personal Provident Fund Redemption**
- ☐ **CPD Refund**
- ☐ **I have submitted my ARIS ID card to the HR office**

Note:

Signature of Human Resource Manager:

Date:

Accounts Department (To be completed by the Accountant)

The above-named staff:

Has no arrears in loans/outstanding liabilities (e.g. CDP cost) **OR** should be invoiced for the following:
(Please list the items + Amount to be invoiced)

Item	Amount (USD)
Signature of Controller:	
Date:	
Last Cheque Paid Date:	
Provident Fund Paid Date:	

Account department should return this form to the HRM.