



## REQUEST FOR REFUND

I, \_\_\_\_\_, of email address, \_\_\_\_\_  
being the **registered financial parent** of \_\_\_\_\_ in Year \_\_\_\_\_,  
request a refund of \$ \_\_\_\_\_ paid for \_\_\_\_\_

Reason for refund: \_\_\_\_\_

I understand and agree that:

1. A refund may not be made to me or be made in full or in part, having regard to the associated expenses already incurred by the school, and the school's refund guidelines provided to me.
2. The school receipt for the original payment is attached / not attached (please circle).
3. The transport cost component is non-refundable.
4. My details will be kept confidential and will not be used for any other purpose.
5. My refund be made:

as a **CREDIT** against my child's account at the school applied to \_\_\_\_\_

to my **BANK ACCOUNT** via electronic funds transfer (EFT) (please complete details below)

\_\_\_\_\_  
Parent/Debtor Name                      Parent Signature                      / / /  
Date

### Bank Account Details:

**Account Name:** \_\_\_\_\_

**BSB:** \_\_\_\_\_ **Account Number:** \_\_\_\_\_

**Bank:** \_\_\_\_\_ **Branch:** \_\_\_\_\_

### **(School Use Only)**

Inv. No: \_\_\_\_\_ Rct. No: \_\_\_\_\_ C/Note No: \_\_\_\_\_

Inv. No: \_\_\_\_\_ Rct. No: \_\_\_\_\_ C/Note No: \_\_\_\_\_

Inv. No: \_\_\_\_\_ Rct. No: \_\_\_\_\_ C/Note No: \_\_\_\_\_

**APPROVED**    Refund Amount Approved: \$ \_\_\_\_\_     **NOT APPROVED**

\_\_\_\_\_  
Approvers Signatures                      / / /  
Date