

Student refund application

A refund can only be made to the person who made the original payment. Refunds can only be made back to the original card for ONLINE and EFTPOS.

Name of the person requesting the refund: _____

Address: _____

Suburb: _____ State: _____ Postcode _____

Student's first name: _____ Student's last name: _____

Class: _____ Scholastic Year: _____

Original payment for: _____

Date: _____ Amount: \$ _____ Receipt number: _____

Original payment method: Online Eftpos Chq Cash

Reason for refund: _____

Refund method*: Online EFTPOS EFT

If EFT, Bank: _____ Account name: _____

BSB: _____ Account number: _____

*** These are currently the only refund methods available. Use EFT instead of cheque or cash.**

Parent/carer signature: _____

Date: _____

SCHOOL OFFICE USE ONLY

Request for refund approval by: (Name) _____ (Title) _____ Date: _____

Approved By Delegated Officer: (Name) _____ (Title) _____ Date: _____

Processed in Cash Desk by: (Name) _____ (Title) _____ Date: _____

Refund Receipt Number _____ Q