



## REQUEST FOR REFUND GENERAL

I,  being parent of:   
(parent/carer name) (student name)

of Year  Form  request a refund of \$

Name of excursion or activity:

Reason refund being requested:

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;
3. my details will be kept confidential and will not be used for any other purpose.

I request that the refund be made:

- as a credit to my school account (to offset future payments as specified by me); or  
 to my bank account via Electronic Funds Transfer (*please complete details below*).

### BANK ACCOUNT DETAILS:

Account Name (e.g. B & J Smith):

BSB No  —  Account No

Email address  
(for EFT payment advice):

Postal address:

Signature:

Date:

### School use only:

Amount approved for Refund: \$

Approved: (Signature of Principal)

Original Receipt No.

Cost Centre:

Date: