

Details

Student Name		Year		Refund Amount	
Activity					
Reason for Refund					

Refund Options (please tick):

- as a credit against my child's account at the College; or
- as a credit against sibling account at the College; or
- to my bank account via electronic funds transfer (EFT) (please complete details below)

Address Details

Address line 1				
Address line 2				
Suburb	State	Postcode		
Phone Number				

Bank Account Details

Account Name			
BSB	Account No.		
Bank	Branch		

Please note that if we have not received your bank account details prior to your child leaving the College any refund due will be paid by cheque to the address provided.

I understand and agree

- Refund may not be made to me or be made in full or part, having regard to the associated expenses already incurred by the College, and the College's refund guidelines provided to me.
- College receipt for the original payment is attached/not attached. (please circle)
- Details will be kept confidential and will not be used for any other purpose

Parent / Guardian

Name		
Signature	Date	

Office Use: Original Receipt Number: _____ Amount Received: \$ _____

APPROVED Refund Amount Approved: \$ _____ NOT APPROVED

_____/_____/_____
Signature of Principal/ Business Manager Date

Invoice No: _____ Refund Processed: ____/____/____ Order No: _____