

## STUDENT REFUND APPLICATION (SCHOOL)

Please note: Refund can only be made to the person that made the original payment and only by the same method that was originally used.

Name of the person requesting the refund: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode \_\_\_\_\_

Students First Name: \_\_\_\_\_ Students Last Name: \_\_\_\_\_

Class: \_\_\_\_\_ Scholastic Year: \_\_\_\_\_

Original Payment for: \_\_\_\_\_

Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Receipt number: \_\_\_\_\_

Original Receipt Method  POP  EFTPOS  Cheque  Cash

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

### Refund Method

POP

EFTPOS

Cheque = Payer Name \_\_\_\_\_ (address as above)

EFT – Bank \_\_\_\_\_ Account Name \_\_\_\_\_ BSB \_\_\_\_\_ Account No. \_\_\_\_\_

Cash

Signature \_\_\_\_\_

Date \_\_\_\_\_

### -----SCHOOL OFFICE USE ONLY-----

Request for refund approval by (Name) : \_\_\_\_\_

(Title) : \_\_\_\_\_ Date \_\_/\_\_/\_\_

Approved By Delegated Officer (Name) : \_\_\_\_\_

(Title) : \_\_\_\_\_ Date \_\_/\_\_/\_\_

Processed in EBS4 Cashdesk by (Name) : \_\_\_\_\_ Date \_\_/\_\_/\_\_

EBS4 Refund Receipt Number R \_\_\_\_\_ Quickmatch Refund Receipt No. \_\_\_\_\_

(if applicable)