



Aspley East State School

REQUEST FOR REFUND

(Parent to Complete)

School Refund Policy: School fees for activities, excursions and camps are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance. Participation of students in an excursion or camp is indicated through payment of the excursion or camp fee and provision of a permission form completed by the parent/carer.

As the school budget cannot meet any shortfalls in funding for an activity, excursion or camp due to the subsequent non-participation of a student who had previously indicated attendance of the activity, fees already paid for an excursion or school camp **may be refunded in full or in part or not at all**, having regard to the associated expenses incurred and the circumstances of the non-participation. If payment in advance is made by the school to the venue, no refund will be available. Transport costs may also be deducted from refunds due to our costing schedule.

Refunds are not granted automatically if students do not attend an activity. Written requests must be submitted on this form. All requests for refunds must be made within 30 days of the activity using this form. Refunds won't be paid immediately but will be paid after reconciliation of the activity. **Refunds under \$25 will be processed as credits against the student's account and used to offset any future charges.**

If there is any outstanding debt for this student or his/her siblings, the school reserves the right to apply any approved refunds to this debt.

I, _____, being the parent/carer of _____ in Year _____,
request a refund of \$ _____ paid for (activity) _____

I request a refund due to: _____

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 policy outlined above.
2. the school receipt for the original payment is attached / not attached. (Please circle)
3. my refund be made:

as a credit against my child's account at the school (**this option must be selected for all amounts under \$25**); or

to my bank account via electronic funds transfer (EFT) (please complete details below); or

to my credit card if used for the original payment (please complete details below).

Bank Account Details:

Account Name: _____

BSB: _____ Account Number: _____

Bank: _____ Branch: _____

Credit Card Details: Card Type: Visa MasterCard

Card No: _____ Expiry Date: ____ / ____ / ____

Signature of Parent/Carer

Date

REQUEST FOR REFUND

(Office Use Only)

Student Name: _____

Excursion/Event: _____

Organiser: _____

Amount received: _____ REFUND AMOUNT: _____

Invoice Order No: _____ Credit Order No: _____

Rev Code: _____

Entered: _____ **Date:** _____

Authorised by Principal: _____ **Date:** _____

CREDIT BALANCE

EFT _____

CC _____

Date/...../.....

Remittance Advice forwarded to parent