|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| STUDENT REFUND APPLICATION | | | | | | Date |
|  |
| PLEASE NOTE: Refund can only be made to the person who made the original payment and only in the method the payment was originally made. | | | | | | |
| Students Details | Name of Person  Requesting Refund | |  | | | |
| Students First Name | |  | Students Last Name |  | |
| Class | |  | Scholastic Year |  | |
| Payment For | |  | Date of Payment |  | |
| Amount | |  | Receipt Number |  | |
| Refund Method |  | EFT Please provide banking details in the space provided | | | | |
|  | Cheque Please provide cheque details in space provided | | | | |
|  | Refund Transfer I would prefer the amount to be taken off existing fees | | | | |
| Which fees would you like the refund to be taken off? | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Banking Details | Account Name |  | Bank |  |
| Account Number |  | BSB |  |
| Name of Payee |  | | |
| Address |  | | |
|  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Parent/Caregiver Signature |  | Date |  |

|  |  |  |  |
| --- | --- | --- | --- |
| OFFICE USE ONLY | | | |
| S12 Declaration: As required by S12/S13 of the PF&A Act, and in the accordance with clause 170.01 of the Treasurers Directions, S12 (MO23) approval for this expenditure has been given by: | | Head Teachers Signature of Approval | |
|  | |
| 13 DECLARATION: Having satisfied myself that this expenditure has been approved by an Officer Delegated under Section 12 of the PF&A Act, and that adequate certifications have been performed in accordance with Clause 180.01 of the Treasurer’s Directions, I hereby authorise payment of the attached accounts in accordance with Section 13 of the Public Finance and Audit Act, 1983: | | S13 Authorising Officer | |
|  | |
| Principals Signature of Approval | |
|  | |
| Processed By |  | Date |  |