## **REQUEST FOR REFUND**

I, _	, being the parent/carer of
in <b>`</b>	Year, request a refund of \$ paid for
	(activity)
l re	equest a refund due to:
	nderstand 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. (Please circle)
3.	my details will be kept confidential and will not be used for any other purpose.
4.	my refund be made:
	as a credit on my school account to be used for futures payments
	As a refund to my nominated bank account (I have attached Account Name, BSB and Account number)
	Signature of Parent/Carer Date
(Sc	chool Use Only)
Ori	ginal Receipt Number: Amount Receipted: \$
	APPROVED Refund Amount Approved: \$ NOT APPROVED
	Signature of Principal Date