

Student refund application

A refund can only be made to the person who made the original payment.

- Where original payment method was cash, cheque or EFTPOS - refund will be made via EFT transfer to your nominated account . Please ensure details are completed below.
- Where original payment method was made via online payment - refund will be made via Westpac portal back to the card used to make original payment.

(School office will complete payment details such as date, payment method, receipt details etc where needed)

Name of the person requesting the refund: _____

Address: _____

Suburb: _____ State: _____ Postcode _____

Student's first name: _____ Student's last name: _____

Class: _____ Scholastic Year: _____

Original payment for: _____

Date: _____ Amount: \$ _____ Receipt number: _____

Original payment method: POP EFTPOS Cheque Cash

Reason for refund: _____

Refund method*: POP EFTPOS EFT

If EFT, Bank: _____ Account name: _____

BSB: _____ Account number: _____

Parent/carer signature: _____

Date: _____

SCHOOL OFFICE USE ONLY

Request for refund approval by: (Name) _____ (Title) _____ Date: _____

Approved By Delegated Officer: (Name) _____ (Title) _____ Date: _____

Processed in ebs4 Cash Desk by: (Name) _____ (Title) _____ Date: _____

EBS4 Refund Receipt Number R _____

Quickmatch Refund Receipt No. (if applicable) _____