



REQUEST FOR REFUND

Date Received/Initials:

___/___/___ _____

I, _____, being the parent/carer of _____

Mailing Address _____

in Care Class _____, request a refund of \$_____ paid for _____ (activity)

Reason for refund: (for eg. sick, injured, family reasons) _____

Bank Account Details:

Account Name: _____

BSB: _____ - _____ Account Number: (maximum 9 characters) _____

Bank: _____ Branch: _____

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 provided to me (each year in school prospectus or in enrolment package). Please refer to back of form for a copy of the policy.
2. my details will be kept confidential and will not be used for any other purpose.
3. my refund will be made:
 - as a credit against my child's account at the school (**this is the only option for refunds < \$10**); or
 - to my bank account via electronic funds transfer (EFT) (ensure you've complete details above); or
 - use credit to offset against _____ (student name)'s _____ (activity).

Signature of Parent/Carer

___/___/___
Date

Office Use:

Refund Authorised by: _____ (HOD / BSM Signature) Date: ___/___/___

Student ID: _____ Receipt No.: _____ Cost Centre _____

Trans Code _____ GST Code _____ Credit Note No _____ Date: ___/___/___

This completed refund form must be returned either by email to accounts@gladstonshs.eq.edu.au or handed into the School Cashier.

A: 30 Dawson Road, Gladstone, QLD 4680 | PO Box 260, Gladstone, QLD 4680

P: (07) 4976 6111 **F:** (07) 4976 6100 **E:** principal@gladstonshs.eq.edu.au **CRICOS Provider Code:** 00608A

GLADSTONE STATE HIGH SCHOOL

REFUND POLICY

Student Resource Scheme

- Refunds on written requests only
- Calculate refund on weeks attended
- Deduct any outstanding invoices, lost or damaged books
- Business Services Manager's approval
- Refund to parent/guardian for amounts greater than \$10

Extra Curriculum & Curriculum Activities

- Students may claim a full refund for all activities only when the costs have not required additional subsidy by the school due to cancellation of student attendance.
- Part refunds may be given at the discretion of the Principal/Business Services Manager when a student has participated in a lesser portion of the planned activity.
- If a student (who has paid a deposit) cancels his/her attendance a full refund will only be given if this does not impact of the final costs by other students toward the planned excursion or tour.
- Where the school has postponed an excursion and the date is no longer suitable for a student to attend due to other cultural, sporting or academic commitments the school will refund in full.
- Refunds less than \$10 will only be credited against nominated student account.
- Parent/guardian must make written application for refund within 1 month of the activity.

Withdrawal due to Exclusion, Suspensions or behaviour concerns

- Where a student (who has paid a deposit) is withdrawn by the school due to exclusion, suspension or poor behaviour a full refund will only be given if this does not impact of the final costs by other students toward the planned excursion or tour.
- Where a student has paid for the entire activity, a refund will only be given when the costs have not required additional subsidy by the school due to cancellation of student attendance.
- Part refunds may be given at the discretion of the Principal/Business Services Manager when a student has participated in a lesser portion of the planned activity.
- Parent/guardian must make written application for refund within 1 month of the activity.