

## STUDENT REFUND APPLICATION (SCHOOL)

**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Note:** refund can only be made to the person who made the original payment and only in the method the payment was originally made

Name of person requesting refund: \_\_\_\_\_

Student's First Name: \_\_\_\_\_ Student's Surname: \_\_\_\_\_

Class: \_\_\_\_\_ Scholastic Year: \_\_\_\_\_

Payment for: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Date of Payment: \_\_\_\_\_ Receipt No: \_\_\_\_\_

Reason for Refund: \_\_\_\_\_

**Refund Method**

**EFT** Please provide banking details in space provided

To assist the office in locating your payment please indicate below how the activity was paid for: please tick the appropriate box: POP (Parent on line payment)  CASH  eFPT

**Please note refunds are returned via the method originally paid, except for CASH, for CASH payments please fill in the bank details below.**

**BANKING DETAILS (EFT)**

Account Name: \_\_\_\_\_ Account No: \_\_\_\_\_

Bank: \_\_\_\_\_ BSB: \_\_\_\_\_

Name of Payee: \_\_\_\_\_

Address: \_\_\_\_\_

State / Postcode \_\_\_\_\_

**OFFICE USE ONLY**

**AUTHORISATION**

As required by S12 / S13 of the PF&A Act, and in accordance with Clause 170.01 of the Treasurer's Directions, S12 (MO23) approval for this expenditure has been given by

**Name of S12 Delegate:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**S13 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 190.01 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 position number: \_\_\_\_\_ Date: \_\_\_\_\_

Officer's Name and Signature: \_\_\_\_\_

**PROCESSED BY**

Name: \_\_\_\_\_

Payment Method	Completed	Date	Completed	Date
<input type="checkbox"/> EFT			<input type="checkbox"/> ebs	

Signature \_\_\_\_\_