

## Uniform shop – Student refund application

A refund can only be made to the person who made the original payment.  
Refunds can be made back to a bank account or your student account as a fee in advance (FIA)

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

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

Email address: \_\_\_\_\_

Student's first name: \_\_\_\_\_ Student's last name: \_\_\_\_\_

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

Original payment for: \_\_\_\_\_

Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Receipt number: \_\_\_\_\_

Original payment method: \_\_\_\_\_

Reason for refund: \_\_\_\_\_

Refund bank account details:

Bank: \_\_\_\_\_ Account name: \_\_\_\_\_

BSB: \_\_\_\_\_ Account number: \_\_\_\_\_

Or Student account (FIA)

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Parent/carers signature: \_\_\_\_\_ Date: \_\_\_\_\_

### School office use only

Uniform return and received by: \_\_\_\_\_ Date: \_\_\_\_\_

Processed refund in school Bytes by: \_\_\_\_\_ Date: \_\_\_\_\_

Refund approved by: \_\_\_\_\_ Date: \_\_\_\_\_