

The Ipswich State High School

Please return to: finance@ipswichshs.eq.edu.au



APPLICATION FOR REFUND

Refund Policy - endorsed by the P&C (please refer to ISHS website)

Refunds can only be generated if there are no outstanding fees or resources

Refunds of \$30 or less will be credited to your student's account

Refunds can not be processed for camps, excursions and school activities that pre-payment has been made to a venue ***The refund process may take 5-10 working days to complete***

Student Details	
Full Name:	
EQ ID:	
Year Level:	
Date of Birth:	
Amount	Reason for refund
Refund Payment Options (please indicate)	
Credit on THIS student's account	
Transfer to Sibling (please advise full name of sibling)	
Refund to parent (complete bank details below)	
EFT Payment	
Bank:	Account Name:
BSB:	Account Number:
Parent Details	
Name of Parent/Guardian:	
Address of Parent/Guardian:	
Contact number:	
Signature of Parent/Guardian:	
Date:	
Office Use Only	
Refund generated on:	\$
By:	(Finance Officer)
Name of Principal:	
Signature of Principal:	
Date:	
Privacy Statement: Ipswich State High School is collecting personal information on this document in accordance with business processes. This form will be securely stored within the Administration Office at the School. Third parties such as Administrative Office Staff, Teachers, Principal, Deputy Principals may access this information.	