

The Ipswich State High School

Please return to:

finance@ipswichshs.eq.edu.au

APPLICATION FOR REFUND

Refund Policy

Refund 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

For camps, excursions and school activities the student is required to get the teacher's approval before a refund can be issued. Refund will be less any costs already incurred for the camp/excursion

NB Refund process may take 5-10 working days to complete

Student Details:

Full Name:

Year Level:

Date of Birth:

Reason for refund:

Amount

Refund Payment Options: (please indicate)

Refunds of \$30 or less will be credited to your students account as per refund policy

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:

Name of Parent/Guardian:

Address of Parent/Guardian:

Signature of Parent/Guardian:

Contact number:

Date:

Office Use Only

Refund generated on:

\$

By:

(Finance Officer)

Name of Principal:

Michelle Campbell

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.