Request for Refund

We are mindful of the costs of activities such as sport and minor excursions. These events and the costs charged to students are always kept to a minimum.

Where buses have been booked on behalf of a group, a refund may not be applicable as costs charged are based on the number of students anticipated to be attending the excursion. Most venues require a deposit, sometimes full payment when tickets/visits are booked. The school cannot keep absorbing the cost for non attendance at activities which are organised to support educational programs.

If you feel you are eligible for a refund please complete and return the refunds request for consideration. Refunds will be at the discretion of the Principal.

I would like to apply for a refund for my child ______________________ of class _____
Refund for: ___________________________________________ Date:__________ Cost: $________

Excursion

Reason: __________________________________________________________
__________________________________________________________________
__________________________________________________________________

Parent/Carer _______________________________________________ Date _________________

Dear _______________________
In reply to your request for a refund I have made the following decision:
☐ The school will refund the total amount of $________ (a cheque will be issued)
☐ The school will refund part of the amount $______ for ___________________________________
☐ Unfortunately your request has been declined because __________________________________

Yours sincerely
K Hodge
Principal

Quality education in an innovative and supportive environment