

Request for refund — Schools

(Not compulsory distance education fee)

The first two sections must be completed in full for the refund to proceed.
 Please refer to refund policy in the [Statement of Fees: School-based students](#).

| 1. School | School code |
|-------------|-------------|
| School name | |

| 2. Refund for 20 | | |
|------------------|------------|--|
| Student Name/s | Year level | Subject and Reason for refund (e.g. leaving school / subject no longer studied) |
| | | |
| | | |
| | | |
| | | |

| 3. Base school account details / Contact information | | | |
|--|--|--------------------------|--|
| Bank account name | | | |
| BSB | | Account number | |
| School delegate name | | School delegate position | |
| Email | | Phone | |
| Signature | | Date | |

| Return to: | |
|--|--|
| Postal | Email |
| Attention: Accounts Department Brisbane School of Distance Education GPO Box 1308 Brisbane Qld 4001 | accounts@brisbanesde.eq.edu.au |

BrisbaneSDE office use only

Approved Not approved:

| Refund items | Invoice number | Receipt number | Amount |
|--------------|----------------|----------------|--------|
| | | | |
| | | | |
| | | | |

| | |
|-------------------------------|------|
| Recommending officer | Date |
| Discovery Centre | Date |
| Principal / Approving officer | Date |