

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 Handbook and Subject Guide for 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	Fax	Email
Attention: Accounts Department Brisbane School of Distance Education GPO Box 1308 Brisbane Qld 4001	(07) 3324 0618	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