SCHOOL REFUND POLICY

Refund Eligibility

- Refunds will only be made for valid mistakes in account payments made by either the cardholder or staff at Central Coast Grammar School;
- No refunds will be made for donations made to the Schools’ Building Funds or the Endowment Fund;

Refund Process

- Refunds for telephone or online credit card payments will only be made on completion of the *Refund Request Form* attached.
- By law, refunds can only be made to the credit card directly
- Please allow up to four (4) weeks for authorised refunds to be processed and credited back to your credit card;
- If there are any outstanding fees and fines these will first be deducted from the amount to be credited back to the cardholder;
REFUND REQUEST FORM

Account ID: .................................................................
Account Name: ............................................................
Student Name(s): ...........................................................
Card Number: ..............................................................
Expiry Date: .................................................................
Security Code: ...............................................................
Cardholders Name: ....................................................... 
Refund amount requested: ..............................................
Reason: ...........................................................................
Date of transaction: ......................................................
Today’s date: ................................................................
Signed: ........................................................................
Name (please print): .....................................................