



CENTRAL COAST
GRAMMAR SCHOOL

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;



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GRAMMAR SCHOOL

REFUND REQUEST FORM

Account ID:

Account Name:

Student Name(s):

Card Number:

Expiry Date:

Security Code:

Cardholders Name:

Refund amount requested:

Reason:

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Date of transaction:

Today's date:

Signed:

Name (please print):