

SPRINGWOOD ROAD STATE SCHOOL

MONEY COLLECTION & REFUND POLICY

MONEY COLLECTIONS

PAYMENT OPTIONS

PAYING BY INTERNET BANKING: Direct Payment into School Bank Account

School's Bank Account Name: **Springwood Road State School General A/C**
BSB Number **064-170 (CBA Branch Springwood)**
Account Number **00090019**
Reference Code: **PREP2013**
Reference/Details: Please record both "**Student Name**" **AND** "**Reference Code**" in the reference/details section so that your payment can be recorded correctly.
If insufficient details are supplied, payments will be applied to the oldest debt for that Family/Customer..

PAYING BY PHONE: Payment by Credit Card ONLY (VISA and Mastercard accepted)

- Call the school on **3457 8333**, between **8:00am & 10:00am – TUESDAY, WEDNESDAY, THURSDAY**
- Please have the account and your credit card details with you when you call.

PAYING IN PERSON: Payment by Credit Card, Debit Card, Cash, Cheque or Money Order

- Payment can be made at the school office **between 8:00am & 10:00am – TUESDAY, WEDNESDAY, THURSDAY**
- Credit Card and Debit Cards (EFTPOS), Cash, Cheques and Money Orders are accepted.

MONEY COLLECTION DAYS & TIMES
TUESDAY, WEDNESDAY & THURSDAY - 8:00AM to 10:00AM

REFUND POLICY

All requests for refunds must include supporting documentation and be submitted to the school principal for authorisation. Approved requests will then be processed and a cheque issued to the parent.

Excursions

Parents may request a refund for monies paid for an excursion if their child was unable to attend due to illness. However, parents need to be aware due to payment commitments refunds may not always be possible. Refund request forms are available from the school office.

Interschool Sport

Costs for Interschool Sport include transport to and from the venue each week and the supply of first aid and ice. No refunds will be given for sport cancelled due to wet weather. Any additional funds will go towards sporting equipment.

Camps

Once final numbers of participating students have been provided to camp organisers refunds will not be issued. Requests may still be submitted to school principal for consideration.