

### Refund of credit balance of fee account / Refund general

Family account surname: \_\_\_\_\_

Family code: \_\_\_\_\_

Student/s names: \_\_\_\_\_

Please process the refund to the following bank account:

Name of account: \_\_\_\_\_

BSB number: \_\_\_\_\_

Account number: \_\_\_\_\_

I/we authorise the above bank account to be credited:

\_\_\_\_\_  
Parent/Guardian 1

\_\_\_\_\_  
Parent/Guardian 2 (if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

### Please note

When authorisation is received from only one Parent/Guardian, we will automatically act on those instructions, unless conflicting instructions are received from the other Parent/Guardian within the specified time frame (if applicable).

Refunds are processed at the end of each month.

### Please return via one of the following methods (email is preferred):

**By email:** [schoolfees@chevalier.nsw.edu.au](mailto:schoolfees@chevalier.nsw.edu.au)

**By mail:** PO Box 243, Bowral NSW 2576

**In person:** Chevalier College Accounts Office, 11 Charlotte Street, Burradoo  
(office hours are from 8.00am to 4.00pm, Monday to Friday)