



### MiniRoos Kick-Off – Refund Claim Form

Refunds will only be granted should they adhere to the National Refund Policy for MiniRoos Kick-Off.

#### **Option 1: Kick-Off Site requesting reimbursement**

I am the Program Manager and have paid the refund in full, including the \$30/\$35/\$40 FFA and Member Federation component, from the organisations own account.

I require a reimbursement from FFA to cover costs incurred.

A transaction record will need to be provided as proof of refunds paid and the following details completed in full.

*Please complete:* Program Manager Name

MiniRoos Kick-Off Site (*organisation name and state*)

Invoice Number/s (List Members > Member Details > Transactions)

Reason for Refund

Account Name

Account Number

BSB

Refund Amount (including GST)

FFA Approval (*office use only*)

Name:	Signature:
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**Option 2: Participant requesting reimbursement**

**I am the Parent/Guardian of a MiniRoos Kick-Off participant and am seeking refund directly from FFA as directed by the Program Manager.**

**Please note only \$30/\$35/\$40 FFA and Member Federation component will be reimbursed.**

**You will need to request the remainder from your Kick-Off Site.**

*Please complete: MiniRoos Kick-Off Site (organisation name and state)*

Participant Name

Invoice Number *(found on payment receipt)*

Reason for Refund

Account Name

Account Number

BSB

Refund Amount (Including GST)

\$

FFA Approval *(office use only)*

Name:	Signature:
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Please return all completed documents via email to [minirooms@ffa.com.au](mailto:minirooms@ffa.com.au) or via post to:

MiniRoos  
Level 22, 1 Oxford St  
Darlinghurst NSW 2010