



Royal Perth Hospital
Nursing Research Foundation

DONATION POLICY

This policy explains the processes for donating to the Nursing Research Foundation at Royal Perth Hospital. All donations are applied directly to support nurses undertaking research at the Royal Perth Bentley Hospital Group with the goal of improving care provided to patients. All donations above \$2 are tax deductible.

Online Donations

If you donate online through our secure website, you will receive an acknowledgement of your donation from Nursing Research Foundation within 24 hours.

Non-Online Donations

If you donate by any other method (e.g. direct debit, cheque or cash donations), the following will occur:

For single donation, a tax receipt will be sent to you within 5 business days of receipt of your donation.

For ongoing, regular donations, a tax receipt will be sent to you at the end of the financial year in which the donations were made.

If you do not receive a tax receipt as outlined above please notify us by email on RPH.NRF@health.wa.gov.au or by phone on (08) 9224 2312.

Refund of Donations

In order to honour and respect donations made by people to the Foundation and in recognition that errors can be made when donating the Management Committee of the Foundation has recognised the following principles relevant to refunds.

If an error has been made whilst making an online donation or the donor later changes their mind, then requests for a refund made in writing within 30 days of the donation will be honoured. The written refund request should include details of the initial transaction including date, donation amount, donors name or ID, tax invoice number (if relevant) and explanation of the error.

Request for refund can be sent by email or mail as follows:

Email: RPH.NRF@health.wa.gov.au

Mail: Director of Nursing, Royal Perth Hospital

GPO Box X2213

PERTH WA 6487

The Foundation will examine all requests for refund sympathetically and endeavour to ensure that all genuine errors are rectified, however the Foundation is under no obligation to give refunds and the decision on refunds will be at the Foundation's discretion.

If a donated amount is adjusted by the Foundation the original receipt issued for the incorrect amount will be invalid and a new receipt will be issued for the adjusted amount of the donation.

The Foundation reserves the right to pass any refund transaction charges on to the donor.

Refunds will be returned using the original payment method - if the donation has been made by credit card then the refund must be credited to the same card.

Should an error be made by the Foundation in processing the donation, a refund will be made of the full amount once we are notified in writing of the error and all costs will be borne by the Foundation.