



## Refund Guidelines

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At Redcliffe State High School, we are committed to providing a safe and supporting learning environment for students, staff and volunteers. This commitment includes the health and safety of staff and students when conducting curriculum activities in the school or in other locations.

School excursions and camp enhance a student's learning by providing opportunities for the student to participate in activities, both curriculum-related and recreational, outside the normal school routine. All planned school excursions are approved by the Principal and endorsed by the Parents and Citizens Association.

State schools are able to charge a fee for:

- an educational service including materials and consumables not defined as instruction, administration and facilities for the education of the student;
- an education service purchased from a provider other than the school where the provider charges the school; and
- a specialised educational program.

A school fee is directed to the purpose for which it is charged. School fees for extra-curricular activities are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance. Participation of students in an extra-curricular activity is indicated through payment of the fee and provision of a permission form completed by the parent/carer.

As the school budget cannot meet any shortfalls in funding for an extra-curricular activity due to the subsequent non-participation of a student who had previously indicated attendance of the activity, fees already paid for an extra-curricular activity may be refunded in full or in part or not at all, having regard to the associated expenses incurred and the circumstances of the non-participation. Fees are calculated as close as possible to the expenses related directly to the excursion/incursion/camp but at times a deficit or surplus of funds can occur. With the support of the school's Parent and Citizens Association, in the event of this occurring where the amount is under \$20.00 per student the funds will be redirected into the program area that the excursion/incursion/camp is linked to e.g. English, Maths etc; when there is a deficit the program area will cover the shortfall from their individual faculty budgets.

If a parent wishes to apply for a refund due to their child's non-participation in an extra-curricular activity, they may do so by completing a Request for Refund form available from the school office. Where possible, the request should include the receipt relating to the payment for which a refund is being sought.

**It is preferred that refunds be made as a credit against the student's account at the school, and used for any future costs.**

Department of Education policy references:

[Education \(General Provisions\) Act 2006](#)

[Departmental User Charging procedure](#)

[Departmental Student Resource Scheme procedure](#)



# REQUEST FOR REFUND

I, \_\_\_\_\_, being the parent/carer of \_\_\_\_\_  
in year \_\_\_\_\_, request a refund of \$\_\_\_\_\_ paid for \_\_\_\_\_  
\_\_\_\_\_ (activity)

I request a refund due to: \_\_\_\_\_

I understand and agree that:

1. A refund may not be made to me or be made in full or in part, having regard to the associated expenses already incurred by the school, and the school's refund guidelines provided to me.
2. The school receipt for the original payment is attached / not attached. (Please circle)
3. My details will be kept confidential and will not be used for any other purpose.
4. My refund be made:
  - as a credit against my child's account at the school; or
  - to my bank account via electronic funds transfer (EFT) (please complete details below); or
  - to my credit card if used for the original payment. I will present the card in person.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature of Parent Date

## Bank Account Details:

Account Name: \_\_\_\_\_

BSB: \_\_\_\_\_ Account Number: \_\_\_\_\_

Bank: \_\_\_\_\_ Branch: \_\_\_\_\_

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## (School Use Only)

Original Receipt Number: \_\_\_\_\_ Amount Received: \$\_\_\_\_\_

APPROVED

Refund Amount Approved: \$\_\_\_\_\_

NOT APPROVED

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature of Principal Date