



## Refund Policy

Refund Policy at Elanora State High, we are committed to providing a safe and supportive 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 camps 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. (eg Excellence Programs and Certificate Courses)

A school fee is directed to the purpose for which it is charged.

School fees for specialised educational programs are calculated on a cost recovery only basis according to the number of students who have enrolled in these programs and in some instances, specialist provider's delivery of programs, therefore fees are nonrefundable.

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.

As the school budget cannot meet shortfalls in funding for extracurricular 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. Transport cost components of excursion/activities are non-refundable.

If a parent wishes to apply for a refund due to their child's non-participation in an extracurricular 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 to offset any future charges.

Department of Education and Training policy references:

Education (General Provisions) Act 2006

SCM-PR-002: School Excursions

FNM-PR-019: State Education Fees



## Request for Refund

I, \_\_\_\_\_, being the parent of \_\_\_\_\_  
in Year \_\_\_\_\_, request a refund of \$ \_\_\_\_\_ paid for \_\_\_\_\_  
\_\_\_\_\_ activity \_\_\_\_\_

I understand and agree that:

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.

1. The school receipt for the original payment is attached / not attached (please circle).
2. My details are kept confidential and are not be used for any other purpose.
3. My refund may 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.

\_\_\_\_\_  
Parent Signature \_\_\_\_\_ 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**

HOD / Finance Manager Approval \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Principal's Signature