

# REQUEST FOR A 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 OR  not attached (please tick)
3. My details will be kept confidential and will not be used for any other purpose
4. My refund be made to my bank account via electronic funds transfer (EFT) (please complete details below):

Name of Financial Institution: \_\_\_\_\_

Name the Account is in: \_\_\_\_\_

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

\_\_\_\_\_  
Signature of Parent/Carer

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

## OFFICE USE ONLY :

Business Manager APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

Reason: \_\_\_\_\_

INVOICE NUMBER: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Transaction Number: \_\_\_\_\_

ENTERED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

## **FINANCE APPROVAL** : APPROVAL IN ONESCHOOL

PRINCIPAL SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

# REFUND GUIDELINES FOR EXCURSIONS AND CAMPS

At Craigslea State School, 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.

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

As the school budget cannot meet any shortfalls in funding for an excursion or camp due to the subsequent non-participation of a student who had previously indicated attendance of the activity, fees already paid for an excursion or school camp 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.

If a parent/carer wishes to apply for a refund due to their child's non-participation in an excursion or camp activity, they may do so by completing the Request for Refund form available from the school office (see over page). Where possible, the request should include the receipt relating to the payment for which a refund is being sought.

Department of Education and Training policy references:

- Education (General Provisions) Act 2006
- SCM-PR-002: School Excursions
- FNM-PR-019: State Education Fees