



**PLEASE SEE REVERSE
FOR REFUND POLICY**

REQUEST FOR REFUND

I, _____ being the parent/carer of _____
in Year _____, request a refund of \$ _____ paid for _____
_____ (excursion/camp/activity)

I request the 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 tick)
3. My details will be kept confidential and will not be used for any other purpose.
4. My refund will be made to my bank account via electronic funds transfer (EFT) – please complete details below.

_____/_____/_____
Signature of Parent/Carer **Date**

BANK ACCOUNT DETAILS:

Account Name: _____

BSB: _____ Account Number: _____

Bank: _____ Branch: _____

ADMINISTRATION USE ONLY	VERIFICATION
Original Receipt No.: _____	Did this child attend the above excursion/ camp/activity? <input type="checkbox"/> YES <input type="checkbox"/> NO
Sub Cost Centre: _____	Activity roll sighted: <input type="checkbox"/> YES <input type="checkbox"/> NO
Amount Received: \$ _____	Officer's Name: _____
<input type="checkbox"/> REFUND APPROVED <input type="checkbox"/> REFUND NOT APPROVED	Officer's Signature: _____
Refund Amount Approved: \$ _____	Date: / /
Principal's Signature Date: / /	



KEDRON STATE HIGH SCHOOL

REFUND POLICY

At Kedron State High 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 serviced 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;
- 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 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.

If a parent wishes to apply for a refund due to their child's non-participation in an extra-curriculum 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 policy references:

Education (General Provisions) Act 2006

SCM-PR-002: School Excursions

FNM-PR-019: State Education Fees