



# REQUEST FOR REFUND

**\*PLEASE SEE  
REVERSE FOR  
REFUND POLICY**

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

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

Government text & Resource Allowance

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:  
 as a credit to my child's account (for all refunds under \$10 and preferable for all other refunds)  
 as a credit to my credit card (see policy for more details)  
 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: \_\_\_\_\_

### (SCHOOL USE ONLY)

Original Rec. No. \_\_\_\_\_ Code: \_\_\_\_\_ Amount Received \$ \_\_\_\_\_

**APPROVED** Refund Amount Approved: \$ \_\_\_\_\_  **NOT APPROVED**

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

# REFUND POLICY

At Longreach 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 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.

If a parent wishes to apply for a refund due to their child's non-participation in an 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.

Please note: Refunds of under \$10 will be made via a credit to the students account. Any credits remaining when the student leaves the school will be refunded in full to the parent/caregiver.

Under banking regulations, where a credit card has been used to make a payment, a refund will be processed to that same credit card. A cash refund can not be given on a payment by a credit card.

If a student, having paid a participation fee, leaves the school through the year, a pro-rata refund will be made to the parent, calculated on the participation fee paid, less the cost of consumed materials and the replacement cost of scheme items that are lost or negligently damaged or not returned, plus the pro-rata Textbook and Resource Allowance calculated on a 40-week school year basis. If a student, having paid a participation fee, leaves the school, after the commencement of term 3, no refund will be made to the parent for participation fees paid.