



REFUND POLICY

At Federal 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.



FEDERAL STATE SCHOOL

REQUEST FOR REFUND

To enable Federal State School to process a refund, please complete and sign this form and return to the school office by _____. Please ensure that your bank details are completed accurately as this bank account is used to deposit your refund.

I, _____, being the Parent/Carer of _____

_____ who is in Year _____, request a refund of \$_____

_____ paid for _____ (activity)

I request a refund due to: _____

I understand and agree that:

1. I paid the amount I am requesting a refund for.
2. 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.
3. the school receipt for the original payment is attached / not attached. *(Please circle)*
4. my details will be kept confidential and will not be used for any other purpose.
5. my refund will 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)*

Signature of Parent/Carer

____/____/____
Date

Bank Account Details (for EFT refund):

Account Name: _____

BSB: _____ Account Number: _____

Bank: _____ Branch: _____

Email: _____

(School Office Use Only)

Invoice Number: _____

Invoice Amount: \$_____

Original Receipt Number: _____

Amount Received: \$_____

☐ APPROVED Refund Amount Approved: \$_____ ☐ NOT APPROVED

Signature of Principal / BSM

____/____/____
Date