



# 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:

- 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 (please complete details below).

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

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

Name the Account Is In: \_\_\_\_\_

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

### Original Credit Card Details:

Card Type:  Visa  MasterCard

Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

## COST CENTRE MANAGER APPROVAL

**SUB COST CENTRE:** \_\_\_\_\_ **MANAGER:** \_\_\_\_\_

**APPROVED** **Refund Amount Approved:** \_\_\_\_\_

**NOT APPROVED** **Reason:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

## FINANCE SUPERVISOR PROCESSING

**Original Receipt Number:** \_\_\_\_\_ **Amount Received:** \_\_\_\_\_

**Original Invoice Number:** \_\_\_\_\_ **Transaction Reference Number:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **B.S.M.** **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

# REFUND GUIDELINES FOR EXCURSIONS AND CAMPS

At Coorparoo 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. With the support of the school's Parent and Citizens Association, in the event of this occurring where the amount is under \$5.00 per student the funds will be redirected into the program area that the excursion/incursion/camp is linked to e.g. English, Maths etc; when there is a deficit the program area will cover the shortfall from their individual faculty budgets.

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 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 for any cost in the future.**

Department of Education and Training policy references:

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