



## Refund Guidelines

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At Burpengary State Secondary College, 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 College or in other locations.

College 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 College routine. All planned College 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 College where the provider charges the College; and
- A specialised educational program.

A College fee is directed to the purpose for which it is charged. College 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 College 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 College 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 Colleges Parent and Citizens Association, in the event of this occurring where the amount is under \$20.00 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 prior to the cut-off date for refunds, they may do so by completing a Request for Refund form available from the College 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 College, and used for any cost in the future.**

Department of Education and Training policy references:

Education (General Provisions) Act 2006

Policy & Procedure Register - School Management:- School Excursions

Policy & Procedure Register - School Financial Services: State Education Fees

The student resource scheme is refunded on a prorata basis calculated on the 40 weeks of schooling in term time. Subject charges, outside of a student resource scheme are not voluntary. Parents are directly responsible for providing textbooks and other resources for their children attending the College. Subject charges are levied to cover the cost of resources for specific subjects, and if the resources were not provided by the College the parent/carer would be required to purchase the resources themselves.

Subject fees are calculated on initial outlay costings and then a prorata amount is calculated for consumables purchased throughout the course; this means initial course outlays are non-refundable for some items e.g. software licence purchases, clay, and other consumables purchased upfront. This equates to 25% of the course fee and the remaining 75% is calculated on a prorata basis for refunds.



# REQUEST FOR 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 College, and the College's refund guidelines provided to me
2. the College receipt for the original payment is attached / not attached (Please circle)
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 College; or
  - to my bank account via electronic funds transfer (EFT) (please complete details below);

**PLEASE NOTE – REFUNDS WILL NOT BE GENERATED UNTIL ALL LOANED RESOURCES HAVE BEEN RETURNED TO THE COLLEGE.**

\_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_  
 Signature of Parent/Carer Date

**Only available if provided prior to student becoming inactive or if transferring to another state school**

FINANCIAL INSTITUTE: \_\_\_\_\_

ACCOUNT NAME: \_\_\_\_\_

BSB \_\_\_\_\_ ACCOUNT # \_\_\_\_\_

**(College Use Only)**

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

APPROVED Refund Amount Approved: \$ \_\_\_\_\_

NOT APPROVED

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

\_\_\_\_\_  
Position

Original Invoice Number: _____
Original Order Number: _____
GOV Textbook Levy (if applicable)\$ _____
Credit Order Number: _____
Processed by: _____
Date: _____