

PORT DOUGLAS STATE SCHOOL

Request for Refund

STUDENT NAME		CLASS:
PARENT/CARER'S NAME		
AMOUNT OF REFUND		
NAME OF EXCURSION/ACTIVITY/CAMP		
REASON FOR REFUND		

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 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 school; or
 - to my bank account via electronic funds transfer (EFT) (please complete details below) or
 - to my Visa or Master credit card - only if original payment made by this method of payment (please complete details below).

Signature of Parent/Carer

____/____/____

Date

Bank Account Details:

Account Name: _____

BSB: _____ Account Number: _____

Bank: _____ Branch: _____

Credit Card Details (ONLY IF ORIGINALLY PAID BY THIS METHOD):

Card Type: Visa MasterCard

Card Holder Name: _____

Card Number: _____ Expiry Date: _____

Office Use Only:

Original Receipt No:	Amount Received:
Invoice No:	SubCC & GL A/c:
<input type="checkbox"/> Approved	Amount to be refunded:
<input type="checkbox"/> Not Approved	
Signature of HOD/ Principal:	Date:

Processed: Credited Account EFT Payment No.: _____ Credited Credit Card

AR/AP Officer / BSM Signature: _____ Date: _____

Refund Guidelines for School Excursions, Activities and Camps

At Port Douglas 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, activities 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 education program.

A school fee is directed to the purpose for which it is charged.

School fees for excursions, activities 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, activity or camp is indicated through payment of the excursion, activity 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, activity 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, activity 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/carer wishes to apply for a refund due to their child's non-participation in an excursion, activity 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 Education and Training policy references:

Education (General Provisions) Act 2006

SCM-PR-002: School Excursions

FNM-PR-019: State Education Fees