



Redlynch State College

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Refund Guidelines for Excursions and Camps

At Redlynch State 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 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. Please note that a medical certificate is to be provided for non-participation once payment has been processed.

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 related 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



REQUEST FOR REFUND

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

I request a refund due to: _____

I understand and agree:

Fees already paid for the curriculum-related or recreational activity may be refunded:

- in full
- in part or not at all (if associated expenses have already incurred)

Receipt attached:

☐ YES ☐ NO

Refund type:

☐ Credit against my child's school account ☐ Direct Deposit (EFT)

_____/_____/20_____
Parent/Carer Signature

Bank Account Details

BSB: ____/____ Account Number: _____

Account Name: _____

OFFICE USE ONLY

Original Receipt #: _____ Amount Received: \$_____

☐ **APPROVED** Refund Amount Approved: \$_____

☐ **NOT APPROVED**

Principal / School Delegate

Date: ____ / ____ / 20____