



WINDAROO STATE SCHOOL

Request for Refund

STUDENT NAME		CLASS:
PARENT/CARER'S NAME		
AMOUNT OF REFUND		
NAME OF EXCURSION/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.
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)

Signature of Parent/Carer

____ / ____ / ____

Date

Bank Account Details:

Account Name: _____

BSB: _____ Account Number: _____

Bank: _____ Branch: _____

Office Use Only:

Original Receipt No:	Amount Received:
Invoice No:	Amount to be refunded:
Signature of BSM:	Date: / /

Processed: Credited Account EFT Payment No.: _____



Windaroo State School

REFUND POLICY

At Windaroo 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 camps and excursions 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 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 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. Travel costs associated with camps and excursions are non-refundable.

If a parent wishes to apply for a refund due to the 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 original receipt relating to the payment for which a refund is being sort. In the case of non-participation due to illness a medical certificate may also be required. A refund due from school activities can be applied against outstanding student Resource Scheme debts for that student or their siblings.