



### **Topic:** Refund Policy

**Definition:** The return of funds.

### **Esk State School's Approach**

Esk State School is 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.

### **Excursions and camps:**

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. A parent is directly responsible for providing the student with textbooks and other resources for a student's use while attending school.

Frequently, the school acts as a broker regarding the provision of a service or good, and does so at no charge to the community. However, state schools are able to charge a fee for:

1. an educational service including materials and consumables not defined as instruction, administration and facilities for the education of the student
2. an education service purchased from a provider other than the school where the provider charges the school
3. a specialised educational program.

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

In the case where *sourcing* of service/resources are determined by a cost per student nature, then students are able to be refunded, or the monies held in credit against the student's account at the school, and used to offset any future charges. Eg. School Performance Tours. A Request for Refund form is available from the school office. Where possible, the request should include the receipt relating to the payment for which a refund is being sought.

School fees for extra-curricular activities are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance. Participation of students in an extra-curricular activity is indicated through an expression of interest, followed by the provision of a permission form completed by the parent and the payment of the fee.

As the school budget cannot meet any shortfalls in funding for an extra-curricular activity due to the subsequent non-participation of a student who had previously indicated attendance of the activity, fees already paid for an extra-curricular activity 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. The following guidelines outline the school's approach:

In the case where sourcing of the service/resource is dependent on the number of students participating, then:

- The cost is distributed amongst the students who have indicated that they would attend. A deposit will be requested as a commitment. Withdrawal from this arrangement leaves the school with the non payment gap, that needs to be met. Any monies paid will not be refunded.
- The cost is distributed amongst the students was calculated on full engagement of the student body as it was a curriculum based activity eg. Swimming, then each child will be charged accordingly. Payment will be expected upfront. Non-attendance or withdrawal from the program will not attract a refund.

- In the situation where a payment scheme would be beneficial, then the distribution of payments can be negotiated directly with Principal. This is to be at the initiation of the parents.

In the case where a good /resource are ordered on the behalf of the student, then there will be no refund if the good/resource is not able to be returned. If the items can be returned to the supplier, then the school will be more than willing to refund the cost.

In the case where a resource is provided for the use of a student full payment is expected, even if the student enters part way through the year. A text book is supplied at a given price, as is a subscription. As the school has no option for part payment, parents are responsible for the full remuneration.

The principal reserves the right to review each case according to its merit, and make a decision based on those factors, using the above policy as guidelines.

### **Student Resource Scheme:**

A student resource scheme can include the provision of:

- Administration of the scheme
- Equipment hire (musical instruments, computer)
- All prescribed textbooks for each subject
- Reproduced class materials which complement and/or substitute for textbooks
- Other student reference books
- Audio and video recordings
- Student diary/planner
- Student ID card – for external use (student discounts, transport)
- Computer disks/memory sticks
- Additional computer software
- Equipment e.g. calculators, electronic devices
- Materials for subjects where the instruction is extended through providing practical learning experiences in excess of materials provided by school grants
- Stationery, writing and drawing sets

Participation in the Student Resource Scheme is voluntary, *although* parents are directly responsible for providing textbooks and other resources for their children attending schools, subject charges and made to cover the cost of resources for specific subjects, and if the resources were not provided by the school, the parent would be required to purchase the resources themselves.

Refunds for items on the student resource scheme are treated differently to excursion and activities refunds. If a student leaves through the course of the year, and returns all outstanding resources, they will be entitled to a pro-rata refund based on a 40 week year. The refund payment will be made to the student's parent or carer. [Added complexities arise if government contributions form part of the resource purchasing scheme. Esk State School does not attract government funding of this nature.]

Further clarification around this can be sought through the Principal. The principal reserves the right to review each case according to its merit, and make a decision based on those factors, using policy as guidelines.