



Esk State School

49 East Street, Esk Q 4312 | Phone: 07 5424 4111 | Fax: 07 5424 4100

Email: admin@eskss.eq.edu.au | Web: www.eskss.eq.edu.au

REQUEST FOR REFUND

To claim a refund or a credit towards your student's school account please complete the details below and return to the school office either in person or by email to admin@eskss.eq.edu.au.

STUDENT NAME:

ROLL
CLASS:

YEAR
LEVEL:

ACTIVITY:

REFUND AMOUNT REQUESTED:

REASON FOR REFUND:

PARENT/GUARDIAN PLEASE COMPLETE BELOW

Account Name: _____

BSB: _____ - _____ Account Number: (maximum 9 characters) _____

Bank: _____ Branch: _____

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. Please refer to the back of this form for a copy of the policy.
2. My details will be kept confidential and will not be used for any other purpose.
3. 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 above); or
- I wish to donate the funds back to Esk State School for future use.

_____/_____/_____
Parent/Carer Signature Date

OFFICE USE ONLY

Approved (Amount Approved: \$ _____) Not Approved

Signature of Principal: _____ Date: ____/____/____

Sub Cost Centre	GL Account	Product Code	Original Invoice No.	Original Receipt No.
Date Refund Issued	Credit Balance	Business Manager Signature		



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REFUND GUIDELINES

At Esk 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 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 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 payment of the fee and provision of a permission form completed by the parent.

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.

Please note the following:

Refunds will **not be** approved for change of mind reasons.

Refund requests due to illness need to have supporting documentation i.e. medical certificate.

If a parent wishes to apply for a refund due to their child's non-participation in an extra-curricular 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.

Parents/guardians must make written application for refunds within one month of the activity, provided that the requested refund is within the terms and conditions of the excursion.

Department of Education and Training policy references:

- *Education (General Provisions) Act 2006*
- *SCM-PR-002: School Excursions*
- *FNM-PR-019: State Education Fees*

Mrs Roslyn Waldron
Principal