



## ASPLEY STATE SCHOOL REQUEST FOR REFUND

School Refund Policy: Under the [Education \(General Provisions\) Act 2006](#) state schools can charge fees for some services to enhance students' educational experiences. A school fee for each service is calculated on a cost recovery only basis.

### Excursions and Camps

School fees for extra-curricular activities such as excursions and camps are calculated according to the number of students who have indicated their attendance.

Participation of students in an extra-curricular activity is indicated through:

- payment of a fee, and
- provision of a permission form completed by the parent/carer.

A parent may request a refund for any payments made for extra-curricular activities where a student will not subsequently participate by:

- completing the Request for Refund form available from the school office
- providing a copy of the receipt of payment for the extra-curricular activity if possible.

The decision as to whether the school will or not refund the payment in part or in full depends on whether the school has incurred any costs associated with the activity.

The following guidelines are in place in relation to issuing refunds:

- ❖ For any excursion where a bus fee has been charged, this portion will not be refunded in the event of non-participation.
- ❖ \$20.00 or less will automatically be credited against the student's account at the school, and used for any cost in the future. You will be advised accordingly when this occurs.
- ❖ For refunds over \$20, parents will have the option of having the refund credited to their students' account for use to offset any future charges or deposited by EFT into the nominated bank account as directed by the parent/caregiver.

I, \_\_\_\_\_, being the parent/carer of \_\_\_\_\_

in Year \_\_\_\_\_ requests a refund of \$\_\_\_\_\_ paid for \_\_\_\_\_ (activity)

I request a refund due to: \_\_\_\_\_.

I understand and agree that:

- 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 policy outlined above.
- The school receipt for the original payment is/not attached.
- My details will be kept confidential and will not be used for any other purpose.

My refund be made as:

- A credit against my child's account at the school (for all amounts under \$20); or
- To my bank account via electronic funds transfer (EFT) (please complete details below)

### Bank Account Details:

Account Name: \_\_\_\_\_

BSB: \_\_\_\_\_ Account Number: \_\_\_\_\_

Bank: \_\_\_\_\_ Branch: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### (School Use Only)

Invoice Number: \_\_\_\_\_ Original Receipt Number: \_\_\_\_\_ Amount Received: \$\_\_\_\_\_

APPROVED

Refund Amount Approved: \$\_\_\_\_\_

NOT APPROVED

Signature of Principal: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_