

Aspley State School Refund Guidelines

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

Where possible, we prefer to credit the refundable amount against the student's account at the school, and use it to offset any future charges.

Student Resource Scheme (SRS)

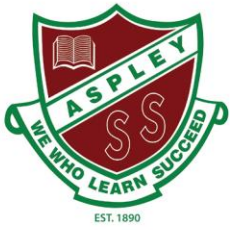
A pro rata refund is available to the parent of a student who, having paid a participation fee for the *Student Resource Scheme* leaves the school through the year.

The pro rata refund is calculated on the participation fee paid, less the cost of consumed materials and the replacement cost of scheme items that are lost or negligently damaged or not returned, and calculated on the basis of a 40-week school year.

For more information please contact school office or email: bsm@aspleyss.eq.edu.au

Department of Education policy reference:

[*Education \(General Provisions\) Act 2006*](#)



Aspley State School Refund Form

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. (Please circle)
3. My details will be kept confidential and will not be used for any other purpose.
4. My refund will 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: _____

Bank: _____ Account Number: _____ Branch: _____

Office Use Only:		
Invoice No:	Original Receipt No:	Amount Received:
<input type="checkbox"/> Approved	Amount to be refunded:	<input type="checkbox"/> Not Approved
Signature of Principal:		Date: / /
Processed: <input type="checkbox"/> Credited Account <input type="checkbox"/> EFT Payment No.: _____ <input type="checkbox"/> Cheque No: _____		
BSM Signature: _____		Date: / /