

Aspley State School		Policy Statement	No.
Date	June 2015	Authority	Principal
Subject	Payment by parents/guardians for student activities and excursions		
Issue	Procedures for parents making payment for school activities and excursions. Procedures for school staff re collection of such money.		

INTRODUCTION

This Policy provides guidelines to teachers, parents/guardians and children regarding payment for school activities and excursions. The term "excursion" will apply to all camps, excursions, trips, visiting performers and any other activity organised by the school. This policy will provide the opportunity for the maximum number of children to participate in school-run excursions and for the school to receive the payments it is entitled to.

MAKING PAYMENTS

Aspley State School advises parents of upcoming excursions and student activities in most cases by a formal letter on school letterhead. This letter details the excursion/activity information, amount payable and payment deadlines. Families are given the choice of:

- paying for excursions as they occur, or
- paying the full approximate cost, which creates a credit in the school's accounting system that is applied as the activity occurs.

The preferred method of payment is via Qparents however payments can be made by cash or card through the school office by completing a payment envelope. Any envelope is acceptable, however, the school does have payment envelopes which may be used. Information to be noted on the front of the envelope:

- Names of children participating
- Classes of children participating
- Name of excursion
- Amount of payment enclosed in envelope
- Whether payment is by cash, cheque or credit card.

DUE DATE FOR PAYMENTS

The due date for payment for excursions will be included in the permission letter. This date will be as close as practicable to the date of the excursion. **THE DUE DATE WILL BE ENFORCED AND PAYMENTS RECEIVED AFTER THIS DATE WILL NOT BE ACCEPTED.** Payments that are received after the due date will be returned to the family and the child/ren will be unable to participate in the excursion.

FULL PAYMENT OF EXCURSION/EXCURSION

Except when otherwise agreed to by the school, payment in full must be received before any child may participate in any excursion, including camps. If full payment is not received prior to the excursion, the child/ren will not be able to attend and any money that has been paid will be refunded, excluding any portion that is required to cover the non-attendance of the participant.

PAYMENT BY INSTALMENTS

The school is willing to make arrangements for large amounts to be paid off over a period of time. The Business Services Manager of the school must be contacted to make arrangements to pay off the amount owing PRIOR to the payment deadline date. A payment schedule will be negotiated and signed by all parties. This schedule must be adhered to, ensuring that full payment is received prior to the child participating in the excursion. If full payment is not received prior to departure, the child will be unable to participate and money will be refunded, less any portion that is required to cover the non-attendance of the participant.

REFUNDS

Requests for refunds of money paid for an excursion that a child did not participate in, must be made in writing indicating how they would like to receive their refund. The school's preferred methods are:

1. Credit the amount of the refund to the family's payment account in the school's financial system, especially if the amount is less than \$15;
2. Direct deposit to a bank account;
3. Cash or cheque, depending on the amount of the refund.

Children leaving the school will receive a refund by cheque or direct deposit to their bank account. Refunds will be made in full where possible. However, the school must ensure that all excursion costs are covered. Late withdrawal from an excursion, for illness or any other reason, may mean a portion of the total payment may be withheld to cover the non-attendance of the participant. These are usually admission fees and bus costs, which are on a per child basis.

OUTSTANDING AMOUNTS

Should a family have outstanding payments, they will be unable to participate in excursions until that outstanding amount is paid. Any money received will be applied against the oldest outstanding amount, not necessarily the current excursion.