Refund Guidelines

At Yeppoon 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.

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.

It is preferred that refunds be made as a credit against the student’s account at the school, and used to offset any future charges.

APPROVED REFUND PROCESS

If a student does not attend an excursion/activity and it is approved that a refund will be applied, then a refund will be given using Option 1 first followed through to Option 3.

1. The refund will be actioned against any outstanding amounts on student’s account.
2. The refund will be actioned as a credit against the student’s account at the school.
3. The refund will be paid into a nominated bank account.
PARENT / CARER BANK DETAILS FOR REFUND PURPOSES

Student Family Name/s __________________________________________________________________________________________

Student First Name/s ___________________________________________________________________________________________

Class/es ______________________________________

I supply the following details for school purposes on the understanding that the information provided will be used
for the purpose of any refund to be made to me in full or part:

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. my details will be kept confidential and will not be used for any other purpose.

3. my refund be made to my bank account via electronic funds transfer (EFT)

____________________________________________________________________  _______/______/_______

Signature of Parent/Carer                         Date

(Please complete details below) Bank Account Details:

Account Name: _________________________________________________________________________________________________

BSB: ___________________ Account Number: _________________________________

Bank: ___________________________ Branch: _________________________________