

Office Use
if applicable



Receipt
HOD/BSM email
Medical certificate

Boonah State High School

Refund Application Form



'Learning life together'

Date: **PLEASE REFER TO REFUND GUIDELINES OVERLEAF**

Student Name: _____ **Form Class:** _____

Name of Camp/Excursion/Other: _____

Requested Refund Amount: \$ _____.

Reason for Refund: _____

Student Address: _____

Suburb: _____ **State:** _____ **Postcode:** _____

PLEASE CIRCLE
I would like to receive my refund via: **Credit to Account** **Bank transfer**
(school preferred method) (complete below details)
Refunds of \$50 or less are credited to account as per guidelines

Account Name: _____

BSB Number: _____ **Account Number:** _____

Bank Name: _____

Parent/Caregiver Name: _____ **Signature:** _____

OFFICE USE ONLY

Approved: Yes NO Part Refund Full Refund

Comments: _____

Approved Refund Amount: \$ _____ **Credit Processing Date:** _____

Order #: _____

Original Receipt #: _____

Processed by: _____

Original Invoice #: _____

Name: _____

Original Order #: _____

Signature: _____ **Date:** _____

Sub Cost Centre: _____

Principal / BSM Signature: _____ **Date:** _____

Updated September 2016

Refund Guidelines

At Boonah State High 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. Additionally, please note that all extracurricular deposits are non-refundable.

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.

To reduce operational costs, approved refund amounts of \$50 or less will be reallocated to the students account as a credit. It is preferred that all refunds be made as a credit against the student's account at the school, and used to offset any future charges.

Department of Education and Training policy references:
Education (General Provisions) Act 2006
SCM-PR-002: School Excursions
FNM-PR-019: State Education Fees