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Request for Refund

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 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); or

Account Name: _____

BSB: _____ Account Number: _____

Bank: _____ Branch: _____

Signature of Parent/Carer

____/____/____
Date

Office Use Only:		
Original Receipt No:	Amount Received:	
Invoice No:	Trans Ref:	
<input type="checkbox"/> Approved	Amount to be refunded:	<input type="checkbox"/> Not Approved
Processed:	<input type="checkbox"/> Credited Account	<input type="checkbox"/> EFT Payment No: _____
BM Signature: _____	Date: / /	

ashgrove 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. Please refer to the [User Charging](#) procedure for details of the types of fees.

At Ashgrove 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.

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.

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.

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

Refunds may **only** be issued in the following circumstances:

- Termination of enrolment for any number of reasons;
- Non-attendance at a non-compulsory excursion where no costs for that excursion have been incurred; no sibling account exists in which a credit can be transferred to;
- Any other reasonable reason where a refund is requested and is legitimately required.

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.

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.

Department of Education policy references:

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

[Departmental User Charging procedure](#)