



KENMORE SOUTH STATE SCHOOL

REQUEST FOR REFUND

To claim a refund or a credit towards your student's school account please complete the details below and return to the Cashier.

PARENT/GUARDIAN NAME:	PHONE NO:
STUDENT NAME:	AMOUNT:
ACTIVITY:	
REASON FOR REFUND:	
SCHOOL VERIFICATION SIGNATURE (Teacher):	

PLEASE NOTE: In the first instance refunds due will be credited to any outstanding invoices.

PARENT SIGNATURE: _____

Parent/Guardian please complete

Option A: Credit (Schools preferred option. All activities \$15.00 or less will be Option A)
Credit Outstanding Invoices/School account of student or sibling

Name: _____ Year Level: _____ Date: _____

Option B: Refund into bank account:

Account Name: _____ Account Number: _____

BSB: _____ Bank & Branch Name: _____

Option C: To my credit card if used for the original payment:

Cardholder Name: _____ Expiry Date: _____

Visa Mastercard:

Option C: Refund via cheque:

Name: _____ Date: _____

Address: _____ Postcode: _____

Office Use Only

Checked

Signature of BSM: _____ Date: _____

Approved

Not Approved

Signature of Principal: _____ Date: _____

Sub Cost Centre	GL Account	Product Code	Invoice No.	Original Receipt No/Closed invoice
Refund Issued	Credit Balance	Cashier Signature		

KENMORE SOUTH STATE SCHOOL REFUND POLICY

At Kenmore South 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 excursions and camps are calculated on a cost recovery only basis (cost neutral), according to the number of students who have indicated their attendance.

Participation of students in an excursion or camp is indicated through payment of the excursion or camp fee and provision of a permission form completed by the parent/carer.

As the school budget cannot meet any shortfalls in funding for an excursion or camp due to the non-participation of a student who had previously indicated attendance to the activity, fees already paid for an excursion or school camp 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.

Cost neutral school activities may at times result in a surplus for an activity, i.e. total revenues exceed total expenses for the activity. Any surplus funds in cost neutral cost centres must be accounted for appropriately. If the surplus is significant a credit will be issued to students involved and applied against outstanding amounts or future invoices.

If a parent/carer wishes to apply for a refund due to their child's non-participation in an excursion or camp activity, they may do so by completing a Request for Refund form available from the school office. Where possible, the request should include the original receipt relating to the payment for which a refund is being sought. A Request for Refund must be made within 20 working days of date of activity. If the activity is less than **\$15.00** a credit will be made to the student or sibling account.

- In the event that an activity is cancelled, all payments under **\$15.00** will be automatically credited to a student's school account to be used against outstanding fees or a credit balance applied to students school account for future use. For payments over **\$15.00**, parents will be given the option of:
 1. to have monies transferred to outstanding debt or
 2. if no outstanding debts exist, have a credit balance applied to their account for future use.
 3. a credit to a bank account/refunded to a credit card (if used for original payment)/a refund cheque.

Department of Education and Training policy references:

Education (General Provisions) Act 2006

SCM-PR-002: School Excursions

FNM-PR-019: State Education Fees