



# ROCHEDALE STATE SCHOOL

## Refund Policy



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## **Refund Guidelines for School Excursions, Activities and Camps**

School excursions, activities 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 education program.

Those school fees are directed to the purpose for which they are charged.

Fees for excursions, activities and camps are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance.

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

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

Under extenuating circumstances, fees already paid for an excursion, activity or school camp may be refunded in full, in part or not at all, having regard to the associated expenses incurred and the circumstances of the non-participation.

If a parent/carer wishes to apply for a refund due to their child's non-participation in an excursion, activity 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 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 for any cost in the future.

Department Education and Training policy references:

Education (General Provisions) Act 2006  
SCM-PR-002: School Excursions  
FNM-PR-019: State Education Fees