



# Chinchilla State High School

*Learning together for a happy and productive future*

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At Chinchilla 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.

School fees are directed to the purpose for which the fee is charged.

## Student Resource Scheme

Chinchilla State High School operates a Student Resource Scheme. To participate in this scheme parents sign a participation agreement form and pay an annual levy. The Government Textbook and Resource Allowance is paid direct to the school and is used to offset the full cost of the student schools fees.

In the event of a student leaving school throughout the year, a parent **may** be entitled to a pro rata refund. The pro rata refund is calculated on all fees paid/received, less any costs incurred as a result of loss or damage to resources. Any outstanding debt is also taken into consideration.

## Excursions

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.

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. Therefore, fees already paid for an extra-curricular activity may only be refunded in full or in part or not at all, after the activity has occurred and all expenses associated with it have been paid.

If a parent requests a refund prior to the closing date of an activity, the parent or student may apply for a refund of non-committed costs. "Committed costs" may include pre-arranged travel, reservations or administration fees. If a student is unable to attend an activity due to illness or emergent situation, a medical certificate or supporting documentation will be required before a refund can be processed. The

amount of the refund will depend on the various commitments of the activity and should be discussed with the Principal/Business Services Manager.

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 provided. 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. Alternatively, payment of refunds will be by direct credit to the parent account, should details be provided.

Department of Education and Training policy references:

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



# Chinchilla State High School Request for Refund Form

I,  parent of

Year , request a refund of payment.

Reason for refund request:

The school receipt for the original payment is attached / not attached (please circle).

I understand and agree that:

1. 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. Therefore, fees already paid for an extra-curricular activity may only be refunded in full or in part or not at all, after the activity has occurred and all expenses associated with it have been paid.
2. The amount of the refund will depend on these various commitments (e.g. pre-arranged travel, reservations and/or administration fees) and should be discussed with the school.
3. If a student is unable to attend an activity due to illness or emergent situation, a medical certificate or supporting documentation will be required before a refund can be processed.
4. Textbook refund applications will be assessed on student fees paid/received, less any costs incurred as a result of loss or damage to resources. Any outstanding debt is also taken into consideration
5. Personal details will be kept confidential and will not be used for any other purpose.
6. Refund will be made:
  - as a credit against my child's account at the school; or
  - as a cheque; or
  - Payment by EFT to the account as detailed below

Account Name \_\_\_\_\_

BSB Number \_\_\_\_\_ Account Number \_\_\_\_\_

Date: .... / .... / .....

***Signature of Parent/Guardian or Student as authorised by Parent/Guardian***

### School Use Only

Original Receipt Number:	<input type="text"/>
Amount Received: \$	<input type="text"/>
Refund Amount: \$	<input type="text"/>

APPROVED       NOT APPROVED

Date: .... / .... / .....

.....  
**Principal/Business Services Manager**