

**REQUEST FOR REFUND**

I, \_\_\_\_\_, being parent/carer of \_\_\_\_\_ in Year \_\_\_\_\_, request a refund of \$ \_\_\_\_\_ paid for \_\_\_\_\_ (activity).

I request a refund due to: \_\_\_\_\_

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 (overleaf).
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. select (tick) below your preferred refund type:

	I would like a credit applied to my student's account for existing / future invoices
	I would like this deposited into my bank account. <b>Account Name:</b> _____ <b>BSB:</b> _____ <b>Account Number:</b> _____ <b>Bank Name:</b> _____

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature of Parent/Carer Date

**Please return this form to the Main office or email to [accountsreceivables@malenyshs.eq.edu.au](mailto:accountsreceivables@malenyshs.eq.edu.au)**

**(School Use Only)**

Original Receipt Number: \_\_\_\_\_ Amount Received: \$ \_\_\_\_\_

APPROVED Refund Amount Approved: \$ \_\_\_\_\_

NOT APPROVED \_\_\_\_\_

**Head of Department/Business Manager:** \_\_\_\_\_

**Principal:** \_\_\_\_\_ **Date:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

## Camps, Excursions and Incursion Refund Guidelines

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School camps, excursions and incursions 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.

School fees for excursions 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 or camp is indicated through a completed permission form completed by parent/carer committing to the excursion or activity following payment of the excursion explained in the permission form.

**The school budget cannot meet any shortfalls in funding for an excursion, camp or 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 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.**

If a parent/carer wishes to apply for a refund due to their child's non-participation in an excursion, camp or activity, they may do so by completing a Request for Refund form. Where possible, the request should include the receipt relating to the payment for which a refund is being sought. (See over page for refund application)

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.