



Kuraby State School Refund Policy

At Kuraby 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
- a specialised educational program.

A school fee is directed to the purpose for which it is charged.

School fees for extra-curricular activities are calculated on a cost recovery only basis, according to the number of students who have indicated their participation. 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 shortfall in the funding of an extra-curricular activity due to a student ceasing participation in a program in which they had registered their interest and intent. Fees already paid for an extra-curricular activity may be refunded in full or in part or not at all, dependent on the associated expenses incurred by that activity and the reason for the ceasing of participation by the student. Any payment made to suppliers in advance will not be refundable.

Process

If a parent/guardian wishes to apply for a refund due to their child ceasing participation in an activity, they may do so by completing a Refund Request form (see below), which is to be returned to the Administration office or emailed to accounts@kurabyss.eq.edu.au.

Refunds may only be made in the following circumstances:

- A credit balance relating to an overpayment, a credit note, a refundable deposit or similar transaction, is available on a student's account.

- An activity is cancelled.
- Student ceasing participation in an activity, having regard to all the relevant circumstances.
- There is an unanticipated reduction in the cost of an activity.
- An activity has surplus funds equating to an amount of \$20.00 or over for each participant.
- A student leaves the school.

All refunds in the amount of \$10.00 or less will be automatically credited to the student's account to be used against fees outstanding for the student or his/her siblings, or for future use.

Refunds may be offset against ongoing school levies at the request of the parent/guardian but refunds may not be made where the parent/guardian has an overdue account.

Contact

The Principal and Business Manager are responsible for implementing policy on refunds at Kuraby State School. Enquiries in relation to this policy should be directed to the Business Manager, Kuraby State School, on 3361 8444.

Department of Education Policy References

Education (General Provisions) Act 2006

Department of Education School Excursions Procedure

Department of Education User Charging Procedure



Kuraby State School

1523 Beenleigh Road
Kuraby QLD 4112

Telephone: (07) 3361 8444

Email: admin@kurabyss.eq.edu.au

Principal: Kerrin Cridland

Deputy Principal: Sam Cooper, Angela Sparks

REFUND REQUEST

I, _____, the parent/carer of _____ in _____
(Year/class), request a refund of \$ _____ paid for _____ (activity)
due to _____ (reason).

I understand and agree:

Fees already paid for the extra-curricular activity may be refunded:

- In full
- In part or not at all (if associated expenses have already been incurred).

Receipt attached:

Yes No

Refund type (please tick):

- Credit against my child's school account
 Direct Deposit (EFT)

Bank Account Details – Direct Deposit (EFT)

Account name: _____

BSB: _____ Account Number: _____

Parent/Carer signature

Date

(must be account/fee holder's details & signature as per our records)

School Use Only

Original Receipt Number: _____ Amount Received: \$ _____

APPROVED Refund amount approved: \$ _____ **NOT APPROVED**

Principal's Signature (Kerrin Cridland)

Date