



Pallara State School

Refund Policy

At Pallara 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 incursions, 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 incursions, excursions and camps 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 incursions, 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 incursion, excursion or camp is indicated through payment of the fee and provision of an activity consent form completed by the parent/carer.

As the school budget cannot meet any shortfalls in funding for an incursion, excursion or camp due to the subsequent non-participation of a student who had previously indicated attendance of the activity, fees already paid for an incursion, excursion or 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 wishes to apply for a refund due to their child's non-participation in an incursion, excursion or camp, they may do so by completing a Request for Refund form available from the school office and on the school website. Where possible, the request should include the receipt relating to the payment for which a refund is being sought.

All refunds of \$10 and under will be credited to the student's account. For refunds over \$10, parents will have the option of having the refund credited to their students' account for use to offset any future charges or deposited by EFT into the nominated bank account as directed by the parent/caregiver.

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