



KIRWAN STATE HIGH SCHOOL

REFUND POLICY

At Kirwan 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 Executive Principal and the school calendar is 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 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 payment of the fee and provision of an online excursion consent form completed by the parent/ carer.

The school budget cannot meet any shortfalls in funding for an 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 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 wishes to apply for a refund due to their child's non-participation in an 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 \$20 or less will be credited to the student's account. However, students who have school fees and accounts outstanding will have any refund credited to the outstanding account to minimise the debt.

For refunds over \$20, 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. Refunds may not be made where the parent/guardian has an overdue account.

All fee payments can be made at Administration Office between 8am-4pm - Monday to Friday or through the QKR app.

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Contact

The Executive Principal, Business Manager and the Accounts Administrator are responsible for implementing policy on refunds at Kirwan State High School.

Enquiries in relation to this policy should be directed to the Business Manager, Kirwan State High School, on 07 47738111.

Department of Education Policy References

Education (General Provisions) Act

<https://ppr.qed.qld.gov.au/delegation/education-general-provisions-act-2006-director-general-delegations.pdf#search=Education%20%28General%20Provisions%29%20Act%202006>

<https://ppr.qed.qld.gov.au/pp/school-excursions-procedure>

<https://ppr.qed.qld.gov.au/pp/user-charging-procedure>

