



Application for Credit or Refund

Student's name: _____ Roll Class: _____

Reason for requesting a refund: _____

Excursion/Subject /Description	Receipt # <small>School will provide Receipt</small>	Amount
Total		\$

I understand and agree that:

1. refunds will be calculated with consideration of expenses already incurred by the school in relation to this activity, as per Mareeba State High School Refund Policy – see over.
2. my details will be kept confidential and will not be used for any other purpose.
3. my refund be made:
 - as a credit against my child's account at the school; or
 - to my bank account via electronic funds transfer (EFT) (please complete details below)

Parent/Carers

Name: _____ Signature: _____

Date: _____

BSB										
Account Number										
Bank Name										
Account Name										

Office Use Only

Invoice	Amount
Total	\$

Credit approval Refund approved

Authorised by: _____

Designation: _____

Principal's Signature: _____

Order Number: _____

Date: _____

Date Processed: _____

REFUND POLICY

At Mareeba State High School we are committed to providing a safe and supportive learning and work 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 them 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 or 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 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 parents/carer.

As the school budget cannot meet any shortfalls in funding for activities due to the subsequent non-participation of a student who had previously indicated they would attend, fees already paid for an extra-curricular activity **may be refunded in full; in part; or not at all, having regard to the associated expenses incurred and the circumstances of the non-participation**. Refunds won't be paid immediately but may be paid after the reconciliation of the activity. If the school is required to cancel an excursion/activity due to unforeseen circumstances (eg weather) a credit will be applied to your child's school account.

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 available from the school website (www.mareebashs.eq.edu.au). Where possible, the request should include the receipt relating to the payment for which a refund is being sought. **All requests for refunds must be made within 30 days of the activity.**

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. However, where the credit is expected to exceed future excursion costs for the current year, payment can be made via direct debit to bank accounts.

Department of Education and Training policy references:

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

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