

Ipswich Special School

Refund Policy 7.04.2020



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Introduction

Under the Education (General Provisions) Act 2006 state schools can charge fees for some services to enhance students' educational experiences. A school fee for each service is calculated on a cost recovery only basis. Please refer to the User Charging procedure for details of the types of fees.

Excursions and Camps

School fees for extra-curricular activities such as excursions and camps are calculated according to the number of students who have indicated their attendance.

Participation of students in an extra-curricular activity is indicated through:

- payment of a fee, and
- provision of a permission form completed by the parent/carer.

A parent may request a refund for any payments made for extra-curricular activities where a student will not subsequently participate by:

- completing the Request for Refund form available from the school office
- providing a copy of the receipt of payment for the extra-curricular activity if possible.

The decision as to whether the school will or not refund the payment in part or in full depends on whether the school has incurred any costs associated with the activity.

Where possible, we prefer to credit the refundable amount against the student's account at the school, and use it to offset any future charges.

Department of Education policy references:

[Education \(General Provisions\) Act 2006](#)

[Departmental User Charging procedure](#)

[Departmental Student Resource Scheme procedure](#)

Contacts

If you need to speak to someone regarding this policy, please contact the school on (07) 3813 5777.

Refund Request Form – Ipswich Special School

I, _____, being the parent/carer of _____ in Class _____
request a refund of \$_____ paid for _____ due to _____

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 incurred)

Receipt attached:

YES NO

Refund type:

- Credit against my child's school account Direct Deposit (EFT)
- Credit Card (if original payment method and presented in person)
- Parent donation to the school

Parent/Carer Signature

<date>

Bank Account Details

Account Name:

BSB:

Account Number:

(School Use Only)

Original Receipt Number: _____ Amount Received: \$ _____

APPROVED Refund Amount Approved: \$ _____ NOT APPROVED

Principal's Signature

_____/_____/_____
Date