

# Refund Policy for Kawana Waters State College

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.

**Refunds for the Student Resource Scheme (SRS)** from Prep – Year 12 will be made:

- after completion of the “Release Form” advising of the final date of attendance at the College, next school attending and signed by the parent
- on a pro-rata basis based on the number of weeks attended in the current year in relation to a 40week school year

**Refunds for Program of Excellence and senior subject fee payments** will be made:

- on notification of subject change to another subject
- on a pro-rata basis based on the number of terms commenced and included supplies already provided to the student (*eg. Uniforms, consumables already supplied*)

**School excursions and camps** enhance a student’s learning by providing opportunities for the student to participate in activities outside the normal school routine. All planned school excursions are approved by the Principal and endorsed by the Parents and Citizens Association.

Costings 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 for an excursion or camp is indicated through payment of the excursion or camp fee and provision of a permission form completed by the parent/carer.

As 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, in part or not at all** having regard to the associated expenses incurred and the circumstances of the non-participation.

If a parent/carer wishes to **apply** for a refund due to their child’s non-participation in an excursion or camp activity, they may do so by completing a ‘Request for Refund’ form available on the website or from the College offices. Where possible, the request should include the receipt or receipt number relating to the payment for which a refund is being sought.

Refunds will be made as a credit against the student’s account at the college, and used for costs in the future unless specifically noted by the parent on the “Request for Refund” form.

Department of Education and Training policy references:

Education (General Provisions) Act 2006

SCM-PR-002: School Excursions

FNM-PR-019: State Education Fees