



REQUEST FOR REFUND – please read Refund Policy before signing



Parent/Carer Name: _____

Address: _____

Student Name: _____

Roll Class: _____

Refund Amount: _____

Date of Activity: _____

Excursion or In-School Activity: _____

Reason for a refund is due to student:

- excursion or in-school activity cancelled _____
- absent on day of excursion/activity due to _____
- leaving Scarborough SS - did not participate in excursion/activity
- lost/damaged library book returned to LaRC
- credit balance/s to be refunded
- other _____

I understand and agree that:

1. The school receipt for the original payment is attached not attached
2. A refund may not be applicable, paid in full or in part, having regard to the associated expenses already incurred by the school as per the school’s refund policy (on the back of this form).
3. My details will be kept confidential and will not be used for any other purpose. My refund can be made:
 - As credit to my child’s account at the school
 - As credit to sibling’s account at the school
 - To my credit card (***only if used for original payment and Card must be brought to the Office to process***)
 - To my bank account via electronic funds transfer (EFT). ***Please complete following bank details.***
 - Bank Account Name: _____
 - BSB: _____ - _____
 - Bank Account Number: _____
 - Bank: _____
 - Branch: _____
 - Email address: _____
4. I have read and understand the Refund Policy on this form.

Parent/Carer Signature: _____

Date signed: _____

REFUND POLICY

At Scarborough 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 other locations.

Excursions, in-school activities and school camps - Curriculum related and Extra-Curricular are hereby referred to as school activities. These school activities enhance a student’s learning by providing opportunities for the student to participate. All planned school activities are approved by the Principal and endorsed by the Parents & 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 a student
- An education service purchased from a provider other than the school where the provider charges the school
- A specialised educational program

Participation of students in any of the above school activities is indicated through payment of the activity fee and provision of a permission form completed and signed by the parent/caregiver.

When planning the overall cost of a school activity, the final cost per student is determined by the number of students who indicate their interest when they return a signed permission form from the parent/caregiver.

The school budget cannot meet any shortfalls in funding for a school activity due to the subsequent non-participation of a student, who had previously indicated attendance of the activity.

Fees already paid for a school activity *may be refunded in full or in part or not at all*, having regard to the associated transport/admission/venue costs incurred and the circumstances of the non-participation.

Applications for refunds are assessed on an individual basis and are dependent on a number of factors including timelines, student absence and pre-payments for bookings such as for camps. To apply for a refund due to a student's non-participation in a school activity, parents/caregivers may do so by completing a "Request for Refund" form available from the school office. Where possible, the original payment receipt should be attached to this request form.

The final decision rests with the Principal.

It is preferred that refunds be made as a credit against the student or siblings account at the school and used for any future payments.

Department of Education and Training policy references:

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

OFFICE USE ONLY

Details

Description: _____
 Product Code: _____
 Sub Cost Centre: _____
 Tax Code: _____

Original Invoice

Invoice Number: _____
 Invoice Amount: _____
 BPOINT Receipt: _____
 School Receipt: _____

OneSchool Bank Account Details

Previously recorded
 Existing details updated
 Entered by _____
 Verified by _____

Less associated expenses \$ _____ bus fare, venue costs, other _____

Receipt number issued in lieu _____

Parent Refund Paid Invoice	_____

Saved Sales Order Number
 Principal Approved Credit Adjustment Note for AP SU07

Credit to Student Account	_____

Saved Sales Order Number
 Credit Adjustment Note Number

Parent Refund Credit Balance/s including Centrepay credits	_____

Invoice Number generated to zero receipt credit/s
 Zero Receipt Number
 Saved Order Number
 Credit Adjustment Note No. for refund through AP SU07

Parent Refund - EFTPOS	_____
-------------------------------	-------

Negative Receipt Number

Parent Refund other RevCode e.g. CS / LIBRARY / SCLEVY	_____

Invoice number generated to put credit on student screen
 Zero Receipt Number
 Saved Sales Order Number
 Credit Adjustment Note Number

Refund amount of \$ _____

Principal's Signature: _____

Refund not approved

Date: ____ / ____ / 20 ____