



Refund Guidelines

Updated 17/01/2022

At Moura 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 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 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 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 parent.

As the school budget cannot meet any shortfalls in funding for an extra-curricular activity due to the subsequent non-participation of a student who had previously indicated attendance of the activity, fees already paid for an extra-curricular activity 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. *The bus fee or deposit component of an extra curricular activity is non-refundable.*

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 or school website.
- 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. **Please note, the request must be submitted within 30 days of the excursion start date.** 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.

Department of Education policy references:

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