Woodcrest
State College
P-12 Seamless Education

REFUND POLICY

Overview

At Woodcrest State College 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 education program.

Please Note: No refund will b e granted if a pre-payment has been made to an external venue or company. Furthermore no refund will be given if the students are removed from programs if the service has been provided in part or in full.

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 participation.

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 through payment of the fee and provision of a permission form completed by the parent/carer, fees already paid may be refunded dependent on the associated expenses incurred by that activity and the reason for the ceasing of participation by the student, having regard to the associated expenses incurred and the circumstances of the non-participation. Any payment made to the suppliers in advance will not be refundable.

Process

If a parent wishes to apply for a refund due to their child's non-participation in an excursion or camp, they may do so by completing a Request for Refund Form. Please return the form within a month in person or by email to accounts@woodcrestsc.eq.edu.au. Please ensure you attached supporting documents such as receipts showing payment and medical certificate if needed.

Refunds may only be made in the following circumstances:

- A credit balance relating to an overpayment, a credit note, a refundable deposit or similar transaction, is available on a student's account. Refunds are made having regard to all the relevant circumstances.
- An activity is cancelled.
- Student ceasing participation in an activity, having regard to all the relevant circumstances.
- There is an unanticipated reduction in the cost of the activity.
- An activity has surplus funds equating to an amount of $25.00 or over for each participant.
- A student leaves the school.

All refunds of $25.00 and under will be credited to the student's account. However, students who have school fees and accounts outstanding will have any refund credited on to the outstanding account to minimise the debt.

For refunds over $25.00, parents will have the option of having the refund credited to their students' account for use to offset to any further charges, or deposited by EFT into the nominated bank account as directed by the parent/care giver.

Refunds will only be made after the approval has been sought from the College's Business Manager and Principal.

REQUEST FOR REFUND

(Parent to Complete)

Student Name		
Parent Name (*must be debtor of the account)*		
Address		
Reason for Request	**Y / N**	**Name of Activity**
Non-Attendance on Excursion		
Excursion Cancelled		
Other		

I understand and agree that a refund may not be made to me or be made in full or in part, having regard to the associated expenses already (resources not returned & unpaid invoices deducted) incurred by the school, and the school's refund guidelines provided to me.

- ☐ as a credit on student or sibling account at the school;
- ☐ as a credit on student or sibling account and offset against the following invoices: invoice number/s: _____
- ☐ the refund amount is $25.00 or over and I would like this deposited into to my bank account via electronic funds transfer (EFT) (please complete details below).

Signature of Parent/Carer | **Date**

Please return this form either in person at Campus Administration or to accounts@woodcrestsc.eq.edu.au

Please ensure you attached supporting documents such as receipts showing payment and medical certificate if needed.

Bank Account Details

Account Name	
BSB	
Account Number	
Bank	
Branch	
Address	

REQUEST FOR REFUND

Office Use Only

Student Name		
Excursion/Event		
Staff Organiser		
Cost	$	
Refund Amount	$	
Invoice Number		
Payment in advance made to venue	☐ (No refund)	
Oneschool reports attached ☐ Open payments ☐ Closed invoices ☐ Reprint Receipt	☐	
Refund authorised by Line Manager	☐ Yes ☐ No	
Authorised – Business Manager		**Date**
Authorised – Principal		**Date**
C/N Order #		**Date**
☐ CREDIT BALANCE		
☐ Credit Balance processed ☐ Credit offset against invoice number/s		**Date**
OR		
☐ EFT – Remittance ID		**Date**
☐ Details entered on Refund Spreadsheet		