



REQUEST FOR REFUND

I, _____, being the parent of _____
in Year _____, request a refund of \$ _____ paid for
_____ activity.

I understand and agree that:

1. A refund may not be made to me or be made in full or in part, having regard to the associated expenses already incurred by the school, and the school's refund guidelines provided to me.
2. The school receipt for the original payment is attached / not attached (please circle).
3. My details will be kept confidential and will not be used for any other purpose.
4. My refund be made:
as a credit against my child's account at the school; or
to my bank account via electronic funds transfer (EFT) (please complete details below);
or
to my credit card if used for the original payment . I will present the card in person.

_____/_____/_____
Parent Signature Date

Bank Account Details:

Account Name: _____

BSB: _____ Account Number: _____

Bank: _____ Branch: _____

(School Use Only)

Original Receipt Number: _____ Amount Received: \$ _____

APPROVED Refund Amount Approved: \$ _____ **NOT APPROVED**

_____/_____/_____
Principal's Signature Date



Refund Guidelines

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.

Student Resource Scheme (SRS)

Please refer the [Student Resource Scheme](#) procedure for information on the SRS refunds.

For more information please contact school office or email bsm@brookfieldss.eq.edu.au.

Department of Education policy references:

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

[Departmental User Charging procedure](#)

[Departmental Student Resource Scheme procedure](#)