



## Enoggera State School

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# Enoggera State School Refund Policy

At Enoggera 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 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 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 in 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.

The school budget cannot meet any shortfall in the funding of an extra-curricular activity due to a student ceasing participation in a program in which they had registered their interest and intent. Fees already paid for an extra-curricular activity may be refunded in full or in part or not at all, dependent on the associated expenses incurred by that activity and the reason for the ceasing of participation by the student. Any payment made to suppliers in advance will not be refundable.

## Process

If a parent/guardian wishes to apply for a refund due to their child ceasing participation in an activity, they may do so by completing a Request for Refund form, which is to be returned to the office or emailed to [admin@enoggerass.eq.edu.au](mailto:admin@enoggerass.eq.edu.au).

Where possible, the request should include the receipt relating to the payment for which a refund is being sought. Please note refunds for excursions/camps must be submitted within two (2) weeks of the date of the event.

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 an activity.
- An activity has surplus funds equating to an amount of \$20.00 or over for each participant.
- A student leaves the school.

The following guidelines are in place in relation to issuing refunds:

- When reconciling activities, at times a deficit or surplus of funds can occur. In the event where a surplus has occurred and the amount of a refund is \$5.00 or less, funds will be redirected into an *excursion reconciliation* cost centre where, with the support of the School's Parent and Citizens Association, funds will be redirected into priority program areas linked to the schools' approved Annual Implementation Plan (AIP).
- Refunds over \$20, parents will have the option of having the refund credited to their students' account for use to offset any future charges or deposited by EFT into the nominated bank account as directed by the parent/caregiver.
- Refunds between \$5.00 - \$20.00 will be automatically credited to the student's account to be used against fees outstanding for the student or their siblings, or for future use.
- Students who have school fees (Student Resource Scheme) outstanding will have any refund above \$5 credited to the outstanding account to minimise the debt.
- Refunds may be offset against ongoing school fees at the request of the parent/guardian but refunds may not be made where the parent/guardian has an overdue account.

### **Student Resource Scheme**

The Student Resource Scheme (SRS) is refunded on a pro rata basis calculated on the 40 weeks of schooling in term time. For more information on SRS refunds please contact school office or email [admin@enoggerss.eq.edu.au](mailto:admin@enoggerss.eq.edu.au) .

### **Contact**

Enquiries in relation to this policy should be directed to the office, Enoggera State School, on 07 3550 1333.

Department of Education Policy References

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

[Department of Education School Excursions Procedure](#)

[Department of Education User Charging Procedure](#)