



# FIG TREE POCKET STATE SCHOOL

*An Independent Public School*

## 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.

Fig Tree Pocket State School commits to provide 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 whether it be at 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 P&C (Parents and Citizens Association).

State Schools are able to charge a fee for:

- an educational service including material and consumables not defined as instruction, administration and facilities for the education of the students;
- an educational services purchased from a provider other than the school where the provider charges the school; and
- a specialised educational programme.
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A school fee is directed to the purpose for which it is charged.

## 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.

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.

Refunds **may only** be issued in the following circumstances:

- Termination of enrolment for any number of reasons;
- Non-attendance at a non-compulsory excursion where no costs for that excursion have been incurred; no sibling account exists in which a credit can be transferred to;
- Any other reasonable reason where a refund is requested and is legitimately required.

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-srs-procedure](#) for information on the SRS refunds.

For more information please email the school office [admin@figtreepocketss.eq.edu.au](mailto:admin@figtreepocketss.eq.edu.au)

Department of Education policy references:

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

[User-charging-procedure](#)

[Student-resource-scheme-srs-procedure](#)