



Success with Honour

# Everton Park State School

## Everton Park State School - Refund Guidelines

Everton Park State School State is committed to providing a range of educational programs, excursions, camps and activities to support student learning and engagement.

From time to time, parents and carers are asked to make payments for student resources, services and school activities. These charges are set on a cost recovery basis in accordance with Department of Education requirements.

### **Refunds for excursions, camps and activities -**

Fees for excursions, camps and other school activities are generally calculated according to the number of students who have indicated they will participate. A student's participation is confirmed by a signed consent form on QParents prior to invoicing, with the parent or carer acknowledging and agreeing to pay for the cost of the excursion or activity.

If your child is unable to attend an activity after consent and payment has been made, you may request a refund from the school. Refund requests are considered on a case-by-case basis. In assessing a request, the school will consider:

- whether costs have already been incurred by the school
- whether the cost of transport has been worked out on number of attendees consented to attend and is non refundable
- whether payments have already been made to providers
- whether any booked services or resources are refundable.

Depending on the circumstances, a refund may be made in full, in part, or not at all.

### **Student Resource Scheme (SRS) -**

Refunds relating to the Student Resource Scheme (SRS) will be managed in accordance with Department of Education requirements and the school's approved SRS arrangements.

### **Back to School Boost -**

Where applicable, Back to School Boost credits will be managed in accordance with Department of Education requirements. Back to School Boost credits are allocated to eligible students and can only be used for approved school expenses in line with program guidelines. If a student is leaving the school, parents and carers should contact the school office as soon as possible to discuss any remaining eligible credit. Any use, transfer or refund of Back to School Boost credit will be subject to current departmental requirements.



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## Requesting a refund -

Parents and carers can request a refund by:

- contacting the school office
- completing a Request for Refund form, and
- providing proof of payment where applicable.

Where appropriate, refundable amounts may be credited to the student's school account to offset future charges or returned to the parent or carer who paid the invoice via EFT to the parents nominated bank account. **Please note:** No refunds will be given in cash under Department of Education policy.

If you have any questions about these refund guidelines, please click on the links below or contact the school office on 3550 2222.

Sincerely,

Kylie Vaughan

Principal

[Principal@evertonparkss.eq.edu.au](mailto:Principal@evertonparkss.eq.edu.au)

Department of Education policy references:

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

[Departmental User Charging procedure](#)

[Departmental Student Resource Scheme procedure](#)