

## ***Refund Guidelines for Excursions and Camps***

At Narangba Valley State High 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.

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, fees already paid for an excursion or School camp 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. Fees are calculated as close as possible to the expenses related directly to the excursion/incursion/camp but at times a deficit or surplus of funds can occur. With the support of the School's Parent and Citizens Association, in the event of this occurring where the amount is \$10.00 or under per student the funds will be redirected into the program area that the excursion/incursion/camp is linked to e.g., English, Mathematics etc.; when there is a deficit the program area will cover the shortfall from their individual faculty budgets.

If a parent/carer wishes to apply for a refund due to their child's non-participation in an excursion or camp activity prior to the cut-off date for refunds, they may do so by completing a Request for Refund form available from the school office. 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.**

**It is preferred that refunds be made as a credit against the student's account at the school, and used for any cost in the future.**

Department of Education and Training policy references:

Education (General Provisions) Act 2006

Policy & Procedure Register - School Management-: School Excursions Policy

& Procedure Register - School Financial Services: State Education Fees

The student resource scheme is refunded on a prorata basis calculated on the 40 weeks of schooling in term time. Subject charges, outside of a student resource scheme are not voluntary. Parents are directly responsible for providing textbooks and other resources for their children attending the school. Subject charges are levied to cover the cost of resources for specific subjects, and if the resources were not provided by the school the parent/carer would be required to purchase the resources themselves.