



Overview

At Brisbane 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 Executive Principal and endorsed by the Parents and Citizens Association at the October meeting of the P&C Association when subject fees and other levies are presented for approval. Excursions form part of the curriculum delivery.

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
- a specialised educational program.

A school fee is directed to the purpose for which it is charged.

School fees for extra-curricular activities are calculated on a cost recovery only basis, according to the number of students who have indicated their participation.

Participation of students in an extra-curricular activity is indicated by registration through the Extra-Curricular Office, payment of the fee and provision of a permission form completed by the parent/guardian.

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 [Claim for Reimbursement form](#), which is to be returned to the Finance Counter at the B Block Student Services Centre or emailed to accounts@brisbaneshs.eq.edu.au.

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.
- A student changes subjects and the new subject selected is less in value than the original subject selected.
- 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.

All refunds in the amount of \$20.00 or less will be automatically credited to the student's account to be used against fees outstanding for the student or his/her siblings, or for future use.

Refunds may be offset against ongoing school levies at the request of the parent/guardian but refunds may not be made where the parent/guardian has an overdue account.

Refund Policy



BRISBANE STATE HIGH SCHOOL

Refunds may only be made after approval has been sought from the Finance Business Manager and/or their delegate.

Contact

The Executive Principal, General Manager and the Finance Business Manager are responsible for implementing policy on refunds at Brisbane State High School.

Enquiries in relation to this policy should be directed to the General Manager, Brisbane State High School, on 3291 4111.

Department of Education Policy References

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

[Department of Education School Excursions Procedure](#)

[Department of Education User Charging Procedure](#)