



PLEASE SEE THE REVERSE FOR THE REFUND POLICY

REQUEST FOR A REFUND

I, _____, being the parent/carer of _____,
in Year _____ request a refund of \$_____ paid for _____
_____ (excursion/camp/activity).

I request the refund due to: _____

Signature: _____

Date: _____

I understand and agree:

1. A refund may not be made to me or be made in full or in part, having regard to the associated expenses already incurred by the school, and the school's refund guidelines provided to me.
2. The school receipt for the original payment is attached not attached. (please tick)
3. My details will be kept confidential and will not be used for any other purpose.
4. My refund will be made to my bank account via electronic funds transfer (EFT).

Please complete details below:

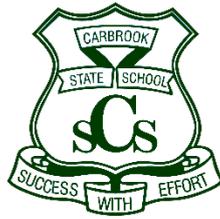
BANK ACCOUNT DETAILS:

Account Name: _____

BSB: _____ Account Number: _____

Bank: _____ Branch: _____

School Use Only	Teacher Verification
Original Rec. No. _____ Code: _____	Did this child attend the above excursion/camp/ activity?
Amount Received \$ _____	Yes <input type="checkbox"/> No <input type="checkbox"/>
<input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED	Teacher's Name: _____
Refund Amount Approved: \$ _____	_____ _____
_____ Signature of Principal	_____ Signature of Teacher
_____ Date	_____ Date



CARBROOK STATE SCHOOL REFUND POLICY

At Carbrook 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 during school or off-campus curriculum activities.

School excursions and camps enhance a student's learning by providing opportunities to participate in both curriculum-related and recreational activities 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 basis only, based on the number of students who have indicated their attendance.

Participation of students in an excursion or camp is indicated by 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 at 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.