



### Refund Guidelines for School Excursions, Activities and Camps

School excursions, activities and camps enhance student learning by providing opportunities 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 may charge a fee for:

- an educational service, including materials and consumables, that is not defined as instruction, administration or facilities for the education of the student
- an educational service purchased from a provider other than the school, where the provider charges the school
- a specialised educational programme.

These fees are applied only to the purpose for which they are charged.

Fees for excursions, activities and camps are calculated on a **cost-recovery basis only**, according to the number of students who have indicated they will attend.

A student's participation in an excursion, activity or camp is confirmed when:

- payment of the relevant fee is made, and
- a permission form completed by the parent/carer is provided to the school.

The school budget cannot absorb any shortfall in funding for an excursion, activity or camp caused by the non-participation of a student who had previously indicated they would attend.

Under extenuating circumstances, fees already paid for an excursion, activity or camp may be refunded in full, in part, or not at all, depending on:

- the expenses already incurred by the school, and
- the circumstances surrounding the student's non-participation.

If a parent/carer wishes to apply for a refund due to their child's non-participation in an excursion, activity or camp, they may do so by completing a **Request for Refund** form, available on request from [admin@springmountainss.eq.edu.au](mailto:admin@springmountainss.eq.edu.au)

Where possible, the request should include the receipt for the payment for which the refund is being sought.

Where appropriate, refunds will preferably be processed as a credit to the student's school account for future use.

### Policy references

- *Education (General Provisions) Act 2006*
- *SCM-PR-002: School Excursions*
- *FNM-PR-019: State Education Fees*