



Redcliffe Special School Refund Policy

Under the [Education \(General Provisions\) Act 2006](#) state schools can charge fees for some services to enhance students' educational experiences. A school fee for each service is calculated on a cost recovery only basis.

Excursions and Camps

School fees for extra-curricular activities such as excursions and camps are calculated according to the number of students who have indicated their attendance.

Participation of students in an extra-curricular activity is indicated through:

- payment of a fee, and
- provision of a permission form completed by the parent/carer.

All refunds in the amount of \$20 or less will automatically be credited to the students account to be used against fees outstanding, starting from the oldest invoice first to minimise debt.

Refunds may only be made in the following circumstances:

- **A credit balance relating to an overpayment, credit note or similar transaction is available on a student's account and of an amount over \$20**
- **A student leaves the school**
- **Refund amount will be paid via bank deposit of parent/carer linked to student profile**

A parent may request a refund for any payments made for extra-curricular activities where a student will not subsequently participate and the amount is over \$20 by:

- completing the Request for Refund form available from the school office

The decision as to whether the school will or not refund the payment in part or in full depends on whether the school has incurred any costs associated with the activity.

Where possible, we prefer to credit the refundable amount against the student's account at the school, and use it to offset any future charges

Kind Regards,
Marcus Donaldson
Principal

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