



# Beerwah State High School

## Refund Policy

The Beerwah State High School Refund Policy applies to all services for which monies are charged to students (parents/guardians).

### Departing Students (student is ceasing enrolment at Beerwah State High School)

1. If a student requests a refund before the beginning of the service related to the fee, a full refund will be made.
2. If a student requests a refund after the beginning of the service related to the fee, a part refund will be made.

### Resource Hire Scheme

- In a pro rata amount for the hire resource as per the schedule and according to the conditions detailed on the Resource Hire Scheme documentation. The amount of the refund will be a fraction (based on the number of weeks remaining in the school year from the date the student ceased to attend, divided by 40) of the total contribution made by the parent/caregiver, including the amount of the Textbook and Resources Allowance.
- If hired items are lost or damaged during the period of the hire, the school will make adjustments to the amount of the refund, according to the conditions outlined on the Resource Hire Scheme documentation supplied to parents/caregivers.
- Any outstanding amounts due for SRS will be credited before any refund is generated, according to the conditions outlined on the Resource Hire Scheme documentation supplied to parents/caregivers.

### Subject Fees

- In a pro rata amount for subject fees as per the schedule and according to the conditions detailed on the Resource Hire Scheme documentation.
- Any outstanding amounts due for subject fees will be credited before any refund is generated, according to the conditions outlined on the Resource Hire Scheme documentation supplied to parents/caregivers.

### Excursions/Activities

Refunds are only offered in the following cases, and then only after appropriate consultation or investigation of the circumstances has taken place. Refunds will be made:

- For legitimate reasons for non-participation e.g. documented medical condition. Refunds are not made where the student has been unable to attend due to non-compliance of schools rules.
- For any part of the fee that has not already been committed or expenses incurred (e.g. transport costs, group discount admission fees based on a minimum number of students attending).
- According to the schedule and conditions outlined on the excursion/activity information and payment forms.
- On a case by case basis at the discretion of the Principal. The Principal reserves the right to reject frivolous refund applications.
- Reconciliations of excursions/activities that result in credit of over \$10.00 per student will be used as a credit on the students account.

### Camps (As the school budget cannot meet any shortfalls in funding for extra-curricular)

- The deposit for overnight camps is non-refundable.
- 50% of the total payment may be refundable up to 21 days before the commencement of the camp.
- No refund can be made 7 days before the commencement of the camp.

### Preferred Method of Refund

- If a parent wishes to apply for a refund due to their child's non-participation in an extra-curricular activity, they may do so by completing a Request for Refund form available from the school office. Where possible the request should include the original receipt relating to the payment for which a refund is being sought.
- It is preferred that refunds be made as a credit against the student's account at the school and used to offset any future charges.
- Under banking regulations, where a credit card has been used to make a payment, a refund is to be processed to the same credit card. A cash refund **cannot** be given on a payment made by a credit card.
- A cheque refund will be made and posted home if you do not wish for a credit on the students account.
- Petty cash may be used for small cash refunds where the amount is less than \$10.00. It is not the responsibility of the school to ensure that the refund reaches home if that was your request.