Ascot State School Refund Policy

Ascot State School is committed to providing a range of educational programs, excursions, incursions, camps and activities to support student learning and engagement.

From time to time, parents and carers are asked to make payments for student resources, services and school activities. These charges are set on a **cost recovery basis** in accordance with Department of Education requirements.

Refunds for excursions, incursions, camps and activities

Fees for excursions, incursions, camps and other school activities are generally calculated according to the number of students who have indicated they will participate.

A student's participation is usually confirmed by:

- payment of the required fee, and
- return of a signed consent form, where required.

If your child is unable to attend an activity after payment has been made, you may request a refund from the school.

Refund requests will be considered on a **case-by-case basis**. In assessing a request, the school will consider:

- whether costs have already been incurred by the school
- whether payments have already been made to providers
- whether any booked services or resources are refundable.

Depending on the circumstances, a refund may be made in full, in part, or not at all.

Student Resource Scheme (SRS)

Refunds relating to the **Student Resource Scheme (SRS)** will be managed in accordance with Department of Education requirements and the school's approved SRS arrangements.

Back to School Boost

Where applicable, **Back to School Boost** credits will be managed in accordance with Department of Education requirements.

Ascot State School
PO Box 2053
ASCOT Qld 4007

07 3326 9333
admin@ascotss.eq.edu.au
www.ascotss.eq.edu.au

Back to School Boost credits are allocated to eligible students and can only be used for approved school expenses in line with programme guidelines. If a student is leaving the school, parents and carers should contact the school office as soon as possible to discuss any remaining eligible credit.

Any use, transfer or refund of Back-to-School Boost credit will be subject to current departmental requirements.

Requesting a refund

Parents and carers can request a refund by:

- contacting the school office
- completing a **Request for Refund form**, within 2 weeks of the date of activity and returning it to admin@ascotss.eq.edu.au.
- providing proof of payment where available.

Where appropriate, refundable amounts may be credited to the student's school account to offset future charges.

If you have any questions about these refund guidelines, please contact the school office on **07 3326 9333** or email **admin@ascotss.eq.edu.au**.

Kind regards

Deb Cox
Principal
Ascot State School

Department of Education policy references:

Education (General Provisions) Act 2006

Departmental User Charging procedure

Departmental Student Resource Scheme procedure

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