



CANUNGRA STATE SCHOOL

REQUEST FOR REFUND APPLICATION

- School excursions and camps enhance a student’s learning by providing opportunities for the student to participate in activities, both curriculum-related and recreational, outside the normal school routine. State Schools are able to charge a fee for an educational service or a specialised educational program. the fee is directed to the purpose for which it is charged. Fees for extra-curricular activities, are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance. Participation of students in an extra-curricular activity is indicated through payment of the fee and provision of a permission form completed by the parent/carer. As the school budget cannot meet any shortfalls in funding for an extra-curricular activity, due to the subsequent non-participation of a student who had previously indicated attendance of the activity, fees already paid for an extra-curricular activity may be refunded in full or part or not at all, having regard to the associated expenses incurred and the circumstances of the non-participation.
- Should you require a refund for swimming lessons or the Student Resource Levy (SRS) the same process will apply.
- Should your student/family be leaving the school all credit amounts will be refunded to your nominated bank account, please complete the below bank information
- Refunds are not granted automatically if students do not attend an activity. Written requests must be submitted on this form. All requests for refunds must be made within 30 days of the activity using this form. Refunds won't be paid immediately but will be paid after reconciliation of the activity.
- Refunds under \$20 will be processed as credits against the student’s account and used to offset any future charges.

STUDENT DETAIL		
Student Name:	Year Level:	Refund: \$
Parent/Guardian Name:	Signature:	
Credit/Refund Reason:	Activity:	

I understand and agree that:

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 policy outlined above. My details will be kept confidential and will not be used for any other purpose.
2. My refund is to be made:
 - as a credit against my child’s account at the school (for all amounts under \$20)
 - (Tick a Box) use my credit towards outstanding monies on family account
 - to my bank account via electronic funds transfer (EFT)

IF NOT A CREDIT ON ACCOUNT – the following MUST be completed for a refund to occur:

(parent bank details need to be entered in OneSchool before the student/family has been set to left)

Bank Account Name: _____

Bank Name: _____

BSB: _____ - _____

Account Number: _____ (Maximum 9 characters)

Mobile Number: _____

Fax Number: _____

Email Address: _____ @ _____

Please return to the office via:

Email: admin@canungrass.eq.edu.au or Students can submit this form to the office before school and during breaks.

OFFICE USE ONLY:		
Approved by:	Designation:	Signature:
Original Receipt number:	Refund amount: \$	Date:
Entered by:	Designation:	Date:

