



## NEW FARM STATE SCHOOL REFUND POLICY

### Purpose

This policy outlines the guidelines and procedures for processing refund requests related to school activities and extra-curricular payments at New Farm State School.

### Scope

This policy applies to all students and parents/guardians associated with New Farm State School.

### Incursions/Excursions Refund

Incursions or excursions costing under \$30 will not be eligible for refunds.

### Refund Request Process

Parents/guardians must submit a refund request form within 4 weeks after the event has occurred. A refund request must be accompanied by a doctor's certificate or a signed statutory declaration explaining the absence.

### Non-Provision of Goods or Services

In instances where the school fails to provide the promised goods or services, all monies will be refunded to the bank account of the fee-paying parent.

### Refund for Extra-Curricular Activities

Parents/guardians may request a refund for extra-curricular activity payments if their child will not subsequently participate. To request a refund, parents/guardians must: complete the Request for Refund form available from the school office. Provide a copy of the receipt of payment for the extra-curricular activity, if available.

### Refund Decision Criteria

The decision regarding whether to refund the payment, in part or in full, depends on whether the school has incurred any costs associated with the activity. Refund requests may be denied under reasonable grounds at the discretion of the Principal and Business Manager.

### Policy Review

This policy will be reviewed periodically to ensure its effectiveness and relevance.

### Compliance

All staff, students, and parents/guardians are expected to comply with the provisions outlined in this policy.

### Communication

This policy will be communicated to all stakeholders through the school's official channels.

### Enquiries

For any enquiries regarding this policy, please contact the school administration.

This policy is designed to uphold transparency, fairness, and accountability in the handling of refund requests at New Farm State School.

Refund Application Form: [NFSS Refund Application](#)

#### New Farm State School

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Department of Education policy references:

[Education \(General Provisions\) Act 2006](#)

[Departmental User Charging procedure](#)

[Departmental Student Resource Scheme procedure](#)

Date of Policy Implementation: 22 March 2024

Last Reviewed: 22 March 2024

Next Review Date: 22 March 2025

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