

Refund Policy

Kelvin Grove State College is committed to providing safe and supportive learning opportunities, including excursions and camps that enhance student learning outside the classroom.

Fees

In line with Department of Education policy, schools may charge fees for:

- Educational services with materials or consumables not covered by standard instruction
- Services purchased from external providers
- Specialised educational programs

Fees for extra-curricular activities are calculated on a cost-recovery basis and confirmed by student payment and online parental/guardian consent.

Refunds

As school budgets cannot cover shortfalls caused by student non-participation, refunds may be:

- Full, partial, or not provided, depending on costs already incurred and the reason for non-participation.

Parents/guardians seeking a refund must complete a Request for Refund form and submit it to the Finance HUB (SubShop) or email subshop@kelvingrovesc.eq.edu.au

Refunds will generally be applied as a credit to the student's account for future use. Refunds may also be offset against ongoing school levies at the request of the parent/guardian.

Refunds may only be issued once approval has been obtained from the Finance Manager and/or their delegate.

Policy References

- Education (General Provisions) Act 2006
- SCM-PR-002: School Excursions
- FNM-PR-019: State Education Fees

Contact

The Executive Principal, College Business Manager, and Finance Manager are responsible for implementing this policy at Kelvin Grove State College.

Enquiries should be directed to the College Business Manager via the college office.

Request for Refund

I, _____ being the parent/carer of _____ in Year _____, request a refund of \$_____. Refund approved by: _____.

I understand and agree that 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.

Reason	Name of Activity
☐ Non-attendance on excursion	
☐ Excursion cancelled	
☐ Credit on account	
☐ Other	

Refund Type:

☐	I would like a credit applied to my student's account for existing / future invoices.
☐	I would like this deposited into my bank account as follows:

BSB:		School Use Only
Account Number:		
Account Name:		
Signature of Parent/Carer:		
Date:		
		☐ Confirmed Bank Details
		☐ Updated Bank Details
		☐ Report Attached
		Date & Initial:

School Use Only

Product Code _____ SubCC _____

Amount _____ Date _____ Initial _____

Invoice No. _____ Receipt No. _____

Lodgement No. _____ Sales Order No. _____