



SHAILER PARK STATE HIGH SCHOOL
QATSIF approved purchases
REQUEST FOR REIMBURSEMENT



STUDENT NAME		CLASS:
PARENT/CARER'S NAME		
PARENT/ CARER'S ADDRESS		
CONTACT NUMBER		
AMOUNT OF REFUND		
UNIFORM / ACTIVITY / CAMP / IT		
REASON FOR REFUND	QATSIF SCHOLARSHIP REIMBURSEMENT	

I understand and agree that:

1. The QATSIF Scholarship allocation must be used in accordance with the QATSIF guidelines:

www.qatsif.org.au/qatsif-funding-categories

2. A refund may not be made to me in part or full, depending on associated expenses already incurred by the school.

3. the original receipt of payment must be attached. Clothing items purchased must align to the Schools Uniform / Dress Code Policy:

4. my details will be kept confidential and will not be used for any other purpose.

5. my refund be made:

to my bank account via electronic funds transfer (EFT) (please complete details below)

___/___/___

Signature of Parent/Carer

Date

Bank Account Details:

Account Name: _____

BSB: _____ Account Number: _____

Bank: _____ Branch: _____

Please return completed form to the office or email to finance@shailerparkshs.eq.edu.au

Office Use Only:

Original Receipt Attached:	Amount Available:
QATSIF REIMBURSEMENT Invoice No:	SubCC & GL A/c:
Amount to be refunded:	<input type="checkbox"/> Not Approved <input type="checkbox"/> Approved
Signature of Principal:	Date:

Processed: Credited Account Receipt No: _____ EFT Payment No.: _____

Finance Signature: _____ Date: _____

Refund Guidelines for School Excursions, Activities and Camps

At Shailer Park State High School, we are committed to providing a safe and supportive learning environment for students, staff and volunteers. This commitment includes the health and safety of staff and students when conducting curriculum activities in the school or in other locations.

School excursions, activities 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. All planned school excursions are approved by the Principal and endorsed by the Parents and Citizens Association.

State schools are able to charge a fee for:

- An educational service including materials and consumables not defined as instruction, administration and facilities for the education of the student.
- An education service purchased from a provider other than the school where the provider charges the school; and
- A specialised education program.

A school fee is directed to the purpose for which it is charged.

School fees for excursions, activities and camps are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance.

Participation of students in an excursion, activity or camp is indicated through payment of the excursion, activity or camp fee and provision of a permission form completed by the parent/carer.

As the school budget cannot meet any shortfalls in funding for an excursion, activity or camp due to the subsequent non-participation of a student who had previously indicated attendance of the activity, fees already paid for an excursion, activity or school camp may be refunded in full or in part or not at all, having regard to the associated expenses incurred and the circumstances of the non-participation.

If a parent/carer wishes to apply for a refund due to their child's non-participation in an excursion, activity or camp activity, they may do so by completing a Request for Refund form available from the school office. Where possible, the request should include the 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 for any cost in the future.

Department Education and Training policy references:

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