

**INCURSION/EXCURSION**

# **REFUND POLICY**

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# **2025**





## Refund Guidelines

Tamborine Mountain State High School is committed to providing a safe and supportive learning environment for students, staff and volunteers.

The Department of Education receives funding to deliver services on behalf of the Queensland Government, and cannot charge for products or services for which it receives government funding. There are however, some value-added services that the department offers for which it may charge users a fee. These can be administered locally; whereby business units can set and administer the fees themselves (within departmental policy parameters).

## Activities/Excursions/Incursions and Camps (referred to as Activities below):

School activities and excursions are aimed to enhance student learning by providing opportunities for the student to participate in activities, both curriculum related and recreational, outside of the normal school routine. All activities are approved in liaison with the program coordinator by the principal, and endorsed by the Parents and Citizens Association. Fees for all 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 activity is indicated through payment by the due date and provision of a permission/consent form completed by the parent/carer.

According to legislation the school budget cannot subsidise or meet any shortfalls in funding activities, due to the subsequent non- participation of a student, who had previously indicated attendance of the activity. As a result, Fees for any activity may be refunded in part/full or not at all, which is dependent on the relevant terms and conditions in procuring the goods/services relative to the activity, and circumstances of the non-participation. (Transportation and entry costs are a non-refundable component of any activity.) Please note that non-participation due to injury or illness must be accompanied by a medical certificate. Refund applications are available by emailing [Accounts@tamborinemtnshs.eq.edu.au](mailto:Accounts@tamborinemtnshs.eq.edu.au) and will be assessed based on the Refund Guidelines. Refunds may not be paid where there are outstanding invoices on the account.

### **Procedure and Legislation**

*Education (General Provisions) Act 2006 (Qld) Chapter 3*

*Education (General Provisions) Regulation 2017 (Qld) Schedules 1,2 3 and 5 Financial and Performance Management Standard 2009 (Qld)*

*Division 4 Information Privacy Act 2009 (Qld) Chapter 2*

*Department of Education School Excursions Procedure Version 8.2*