Forest Lake State High School

Refund Policy

1. Payments made on behalf of students for the school Student Resource Scheme and specific subject fees will be refunded on a pro rata basis in the event the student exits the school or transfers to another school.

   Parents or Caregivers are required to complete a Request for Refund and indicate if the payment is to be made by EFT or cheque.

   Any refund given will depend on individual circumstances, for example:
   - outstanding fees from current or previous years including subject specific and instrumental music fees; and
   - damage or miscellaneous invoices e.g. property damage, uniforms, shoe purchase

2. Students who have paid to attend extra-curricular activities, including excursions and camps will only be eligible for a refund after confirmation with the relevant head of department (HOD) or teacher. The issue of a refund may be conditional upon school pre-commitments, including mandated transport or accommodation costs, and individual student circumstances which prevented them from attending, for example family bereavement.

   If a refund is confirmed by HOD or teacher, parents or caregivers are required to complete a Request for Refund and indicate if the payment is to be made by EFT or cheque.

   Refunds of $15.00 or less will be raised as credits to the student account to be used for outstanding fees or future excursions/activities.

For further information please refer to the Refund Guidelines and other Department of Education and Training policies.

Heather Varcin
Principal

Leanne Stack
Business Services manager