



FOREST LAKE STATE HIGH SCHOOL

Refund Policy

Statement of Purpose

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

1. Request for Refund

Parents or Caregivers are required to complete a *Request for Refund* (available at the school office), and indicate if the payment is to be made by EFT or cheque.

2. Conditions for Refund

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 eg property damage, lost textbooks or lost library books

3. Extra-curricular Activities

- 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 \$20.00 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.