



Refund Guidelines

At Brisbane South State Secondary College 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.

Under the [Education \(General Provisions\) Act 2006](#) state schools can charge fees for some services to enhance students' educational experiences. A school fee for each service is calculated on a cost recovery only basis. Please refer to the [User Charging](#) procedure for details of the types of fees.

Excursions and Camps

School excursions 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 Executive Principal and endorsed by the Parents and Citizens Association.

School fees for extra-curricular activities such as excursions and camps are calculated according to the number of students who have indicated their attendance.

Participation of students in an extra-curricular activity is indicated through:

- payment of a fee; and
- provision of an Activity Consent Form completed by the parent/guardian.

A parent may request a refund for any payments made for extra-curricular activities where a student will not subsequently participate by:

- completing the Request for Refund Form available from the Administration Hub;
- providing a copy of the receipt of payment for the extra-curricular activity if possible.

The decision as to whether our College will or not refund the payment in part or in full depends on whether our College has incurred any costs associated with the activity.

Where possible, we prefer to credit the refundable amount against the student's account at the school, and use it to offset any future charges.

Student Resource Scheme (SRS)

Please refer the [Student Resource Scheme](#) for information on the SRS refunds.

For more information please contact the Administration Hub or email finance@brisbanesouthssc.eq.edu.au.

