



## Mansfield State High School Refund Guidelines

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 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 a permission form completed by the parent/carer.

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 school office
- providing a copy of the receipt of payment for the extra-curricular activity if possible.

The decision as to whether the school will or not refund the payment in part or in full depends on whether the school 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](#) procedure for information on the SRS refunds.

For more information please contact school office or email [accounts@mansfieldshs.eq.edu.au](mailto:accounts@mansfieldshs.eq.edu.au)

Department of Education policy references:

[Education \(General Provisions\) Act 2006](#)

[Departmental User Charging procedure](#)

[Departmental Student Resource Scheme procedure](#)