



Inspiring Excellence.

Department of Education, trading as
Education Queensland International
(EQI) CRICOS Provider Number
00608A

Refund Policy

Balmoral State High School is 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.

The Department of Education receive appropriation 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) or centrally, whereby a central business area determines the fees and how they are administered.

Schools - Locally administered fees and charges may include:

- Enrolment fees for students living outside a school's catchment area, where the school has an approved Enrolment Management Plan in place
- Recovery of costs for services that do not constitute instruction, facilities, or administration, such as:
 - Resources provided to state school students within Student Resource Schemes
 - Extra-curricular activities
 - Excursions, camps, performances, graduations, formals, and other events etc
- Hire fees for use of departmental facilities and equipment (other than for curriculum purposes)
<https://ppr.qed.qld.gov.au/attachment/user-charging-procedure.pdf>

Activities / 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 Principal.

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 of the fee by the due date and consent granted by the parent/carer.

As 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, fees already paid for the activity may be refunded in full or in part or not at all, having regard to the relevant terms and conditions in procuring the goods/services relative to the activity, and circumstances of the non-participation. Please note that non-participation due to injury or illness must be accompanied by a medical certificate. Transportation costs are a non-refundable component of any activity.

Refund applications are available by emailing receivables@balmoralshs.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. It is preferred that refunds be made as a credit against the student's account at the school and used to offset any future charges.

Specialised Programs / Academies / Certificate Courses

Fees are non-refundable.

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

Agency, Belonging, Innovation.

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