



ASPIRE - LEARN - ACHIEVE

Refund Policy



ACADEMIA



CITIZENSHIP



THE ARTS



TECHNOLOGY



S P O R T

BENTLEY PARK COLLEGE

A Complete Prep to Year 12 Education

Rationale

State schools and colleges are able to charge a excursions and camps, the Student Resource Scheme (SRS) and subject fees (depending on year level), and there may be times a refund of these fees is required. The guidelines for refunds is outlined in the **Refund Policy**.

Purpose

To clearly outline the **Refund Policy** so students, parents/carers and staff understand its application.

Operation of the Policy

At Bentley Park College, we are committed to providing a safe and supportive learning environment for students, staff and volunteers. The commitment includes the health and safety of staff and students when conducting curriculum activities in the school or in other locations.

College 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 and endorsed by the Bentley Park College Parents and Citizens Association.

State schools are able to charge a fee for:

- an educational service including materials and consumables not defined as instruction, administration and facilities for the education of the student
- an education service purchased from a provider other than the school where the provider charges the school
- a specialised educational program.

A college fee is directed to the purpose for which it is charged.

College fees for extra-curricular 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 extra-curricular activity is indicated through payment of the fee and provision of an activity consent form completed by the parent/carer.

As the College budget cannot meet any shortfalls in funding for an extra-curricular activity due to the subsequent non-participation of a student who had previously indicated attendance of the activity, fees already paid for an extra-curricular activity may be refunded in full or in part or not at all, having regard to the associated expenses incurred and the circumstances of the non-participation.

If a parent/carer wishes to apply for a refund due to their child's non-participation in an excursion or camp, they may do so by completing a Request for Refund form available from the school office and on the website. Where possible, the request should include the receipt relating to the payment for which a refund is being sought.

It is preferred that refunds be made as a credit against the student's account at the school, and used for any cost in the future.

Documentation

- [Student Code of Conduct](#)
- [Request for Refund form](#)
- Department of Education and Training policy references:
Education (General Provisions) Act 2006
SC-PR-002: School Excursions
FNM-PR-019: State Education Fees