



# CALOUNDRA STATE HIGH SCHOOL

## STUDENT LEAVING FORM YEAR 7 – 12

All sections of this form **MUST** be completed to enable processing.  
Request for Refund Form **MUST** be completed in the event a refund is due.

### Section 1 (This section is to be completed by Parent/Guardian)

Date: \_\_\_ / \_\_\_ / \_\_\_

Student Name: \_\_\_\_\_

Roll Class: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

ID No: \_\_\_\_\_

Last day of attendance: \_\_\_ / \_\_\_ / \_\_\_

Destination:

Another State School \_\_\_\_\_

Interstate School \_\_\_\_\_

Other \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

### Section 2 – Returns (Office Use Only)

Data officer (Years 10-12)	VET UoC updated	SoA/Cert Sent	Ceased QCAA	Signature
	Returned Yes	Returned No	Documentation Attached	Signature
Resource Centre (Library Books)				
D14 (Uniform)				

### Authority for Leaving (Office Use Only)

#### Contact with Parents/Guardians:

Yes Details: \_\_\_\_\_  
 No

#### Bank Details Received:

Yes Details: \_\_\_\_\_  
 No

#### OFFICE USE

- Admin – Left Student Processes
- Email teachers/Data officer
- SRS Refund Processes
- OneSchool recorded left



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## REQUEST FOR REFUND

I, \_\_\_\_\_, being the parent/carer of \_\_\_\_\_  
in Year \_\_\_\_\_, request a refund of \$ \_\_\_\_\_ paid for \_\_\_\_\_  
\_\_\_\_\_ (activity)

I request a refund due to: \_\_\_\_\_  
\_\_\_\_\_

I understand and agree that:

1. a refund may not be made to me, or be made in full or in part, having regard to the associated expenses already incurred by the school, and the school's refund guidelines provided to me. If there are any outstanding fees owing to the School all monies in question will be applied to this debt first before any refund is considered.
2. the school receipt for the original payment is attached / not attached. (Please circle)
3. my details will be kept confidential and will not be used for any other purpose.
4. my refund be made:
  - as a credit against my child's account at the school; or
  - to my bank account via electronic funds transfer (EFT) (please complete details below)
  - direct to my Credit Card (card holder must present to the Finance office during opening hours)

\_\_\_\_\_  
Signature of Parent/Carer

\_\_\_\_\_  
Date

### Bank Account Details:

Account Name: \_\_\_\_\_

BSB: \_\_\_\_\_ Account Number: \_\_\_\_\_

Bank: \_\_\_\_\_ Branch: \_\_\_\_\_

### TEACHER CONFIRMATION

I hereby confirm that \_\_\_\_\_ is entitled to a refund as stated above.

Teacher Name: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### (School Use Only)

Original Receipt / Invoice Number: \_\_\_\_\_

Amount Received: \$ \_\_\_\_\_

APPROVED Refund Amount Approved: \$ \_\_\_\_\_

NOT APPROVED

Principal / BM Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Refund Guidelines

At Caloundra State High School 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.

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 and endorsed by the 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 and
- a specialised educational program.

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

School 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 a permission form completed by the parent.

As the school 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 wishes to apply for a refund due to their child's non-participation in an extra-curricular activity, they may do so by completing a Request for Refund form available from the school office. 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 to offset any future charges.

Department of Education and Training policy references:

Education (General Provisions) Act 2006

SCM-PR-002: School Excursions

FNM-PR-019: State Education Fees