

Fees and Refunds Policy

At Fortitude Valley State Secondary College, we are committed to providing a safe, inclusive, and enriching learning environment for all students. Guided by our values of being **bold, resilient and kind**, this commitment extends to the careful planning and management of subject levies, camps, excursions, and other activities that enhance learning beyond the classroom.

Charging of School Fees

In accordance with the Department of Education's policy*, state schools may charge fees for:

- Educational services including materials and consumables not defined as instruction, administration, or facilities.
- Educational services provided by external providers where the school incurs a cost.
- Specialised educational programs or extra-curricular activities.

All school fees are charged on a cost-recovery basis and directed solely to the activity for which they are collected.

Subject Levies

- Subject levies are set annually to cover the costs of resources, consumables, and specialist equipment required for curriculum delivery.
- Levies must be paid in full by the due date unless a payment plan has been negotiated with the Business Manager.
- Non-payment of levies may impact a student's access to certain resources and activities.
- Families experiencing financial hardship are encouraged to contact the school to discuss flexible payment options.

Participation and Payment

- Student participation in camps, excursions, or activities is dependent upon full payment of the associated costs by the due date.
- Payment plans may be considered if arranged in advance.

Refund Guidelines

Fees already paid for a school activity may be refunded in full, in part, or not at all depending on:

- The timing of the withdrawal or non-participation
- The expenses already incurred by the school
- The reason for non-participation

Refunds may be considered under the following circumstances:

- Overpayment or duplicate payment
- A student transferring to another school
- A change in subject with lower associated fees
- Cancellation of an activity by the school
- Illness or extenuating personal circumstances (evidence may be requested)
- An unexpected reduction in the cost of an activity
- A surplus of \$20 or more per student in activity funds

The school recognises that exceptional circumstances may require consideration of a refund. Refunds will be on a case-by-case basis and must be approved by the Principal.

Refund Process

To request a refund, parents/carers must complete a **Request for Refund** for, available from the administration office or the school website. Where possible, please include the original payment receipt.

Refunds will be processed as below:

- Refunds of \$20 or less will be credited to the student's school account.

Refunds of more than \$20 may:

- Be credited to the students account for future charges, or
- Be paid via EFT to a nominate bank account, as directed by the parent/carer

Payment options:

The school does not accept cash or in-office payments. All payments must be made through the designated online payment system (e.g. BPOINT, bank transfer, or approved payment plan).

**Department of Education and Training policy references:*

Education (General Provisions) Act 2006, SCM-PR-002 School Excursions, FNM-PR- 019 State Education Fees.