
SHELL COVE PUBLIC SCHOOL

Fees, Payments and Refunds

Voluntary Contributions

All schools may request contributions to enhance their education programs. NSW Government policy is that school contributions are voluntary. The payment of voluntary school contributions is a matter for decision by parents/carers. At Shell Cove Public School, our voluntary contributions assist with general items such as stationery, pens and craft items. The contributions received also can apply to a specific project, such as library refurbishment or educational programs.

In-school Events

Shell Cove Public School, during a year, may conduct school events that support a broader base of education and/or support other public schools. Many events do not incur any costs, but where there is a cost for attendance, this is passed onto the students, ie: Gumaraa Cultural Experience, or Ranger Jamie Science Experiences.

Excursions

Outside normal school routines, various excursions, including camps that involve overnight stays, can be offered to students. Each Stage group in the school endeavours to provide opportunities for student participation in curriculum-related and recreational activities with the principal's approval. With both in-school events and excursions, a fee can be directly charged to families and is calculated on a cost recovery basis only, according to the number of students who wish to attend. The fee may include travel, entry, materials and consumables not defined but are purchased specifically for the student's participation.

Other educational providers or specialised educational programs may be purchased where charges are passed onto the student attendees. In some events/excursions, numbers will be limited. In this instance, the "first in" with their payment and permission will have a space booked, and a waiting list will be created when the cap has been reached.

School Fundraiser

A number of events occur during the year whereby students can make a donation. The monies collected will be aligned with the reason for the donation. For example, charities, Student Representative Council (SRC) fundraising drives, and Year 6 Disco to raise monies towards their school gift.

P&C Fundraising

Shell Cove Public School have a very active Parent and Citizen's Association, which supports the school in various ways. The funds raised by the P&C are directly collected by the P&C and donated to the school as per the P&C objectives as minuted in their meetings.

Lost Library Books and/or Damaged Equipment

Students are responsible for the care of any books or equipment they use. Library books, including home readers, are a resource shared by all students to enrich their education. A lost or damaged book/home readers may incur a replacement cost, which will be advised to the parent/carer.

Equipment used by students, such as laptops, notebooks, along with other items, should be handled with extreme care by the student. If a student causes deliberate damage, the principal has the right to seek compensation from the parent/carer.

Refunds

Refunds can be applied after considering the associated costs incurred along with the circumstances of the non-participation. A deposit refund is at the discretion of the principal.

School budgets cannot meet any shortfalls in funding for an event/excursion or camp due to the subsequent non-participation of a student who had previously indicated attendance, unless another student is available to take their place and pay the required amount.

Refund Types

1. Refund in Full;
2. Refund in Part;
3. No Refund;
4. Special Circumstances

A parent/carer may apply for a refund for a child's non-participation where the event/excursion states there is a refundable component. There are 4 types of refunds available based on the school not being subjected to any shortfall.

1. Refund in full

The cost for student participation may be refunded when the school incurs no cost.

2. Refund in part

A student excursion whereby there are 2 or more costs involved. The cost of the bus could be a non-refundable component as the bus cost is not calculated on a 'per student' basis and must be paid in full by the school. The school averages the cost per student.

3. No refund

The cost of a bus is averaged out to the students participating, and/or the provider does not provide a refund. External providers may require payment in full prior to the event/excursion. Special Note: Donations and voluntary contributions are non-refundable.

4. Special circumstances

Applied as per government requirements or at the principal's discretion.

Applying for a Refund

If a parent wishes to apply for a refund due to their child's non-participation in an event/excursion or camp, they may do so by completing a Request for Refund form available from the school office, via Schoolbytes Portal or on the school website www.shellcove-p.schools.nsw.gov.au.

As per the Department of Education, refunds are processed the same way the payment was received except for any cash payments, whereby the funds will be refunded into a nominated bank account.

Fees in Advance ("FIA"), known as credit within Schoolbytes, is available for approved refunds where the monies are held in credit for any child in the family.

Where possible, the request should include the receipt relating to the payment for which a refund is being sought.

To apply any credit to another event/excursion for any child in the family, the parent/carer may apply any funds in credit to the event/excursion via Schoolbytes. The parent/carer is still responsible for completing the necessary paperwork, e.g. permission note, as per the requirements of the event/excursion. There may be a difference between the credit (FIA) and the actual cost of the event/excursion, which will need to be paid before the payment cut-off date.

Postponed or Cancelled events/excursions

Where possible, a revised date will be made available to hold the event/excursion. The permission and monies already received will be transferred to the new date and/or venue.

A notification will go out via School Bytes and Facebook advising of the change(s). If a child can no longer attend due to this change, the refund structure above will apply. If a cancellation and no revised date/location is available, the refund will be applied in full at the principal's discretion.

Timeframes

All events/excursions will have a timeframe published on the note for final payment and permission to be submitted by the parent/carer. Extension of timeframes will not occur under normal circumstances.



Fees, Payments and Refunds last updated: October 2024