



PIMLICO

STATE HIGH SCHOOL

Making a world of difference



Student Transfer/ Departure Notification

Name of Student	Surname:	
	Given Name:	
	Date of Birth:	Care Class

Note: Students are required to attend school until the completion of Year 10 or until they turn 16 years of age. Students who have completed Year 10 are required to be at school, in training or in employment.

Reason for Leaving (*must be completed*):

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Destination:

<input type="checkbox"/> School	School:
<input type="checkbox"/> TAFE/Training Organisation	Organisation:
<input type="checkbox"/> Apprenticeship/Traineeship	Employer:
<input type="checkbox"/> Work	Employer:

New Home Address (Forwarding Address)	
Last Date of Attendance At this school	
Signature (Parent/Guardian)	

OFFICE USE ONLY

Please sign to verify that Pimlico State High School Books/Equipment issued to this student **have** been returned.

Office	Name	Signature
Rolls Officer	Lynda Lanyerie / Vicki Currie	
Resource Hire Scheme	Michele Dury	
Uniform Loans	Michele Dury	
Student Loans	Laurelle Chastain	
Library	Library Staff	
Laptop Returned	Eric Engert/Alex McDonell	
Accounts Receivable	Melissa Dellaway	



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Refund Guidelines

At Pimlico 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

STUDENT RESOURCE SCHEME REFUNDS

If a student, having paid a participation fee, leaves the school through the year, a pro-rata refund will be made to the parent/carer, calculated on the participation fee paid, less the cost of consumed materials and the replacement cost of scheme items that are lost or negligently damaged or not returned, plus the pro-rata Textbook and Resource Allowance calculated on a 40-week school year basis. Students who enrolled after end February to claim Government Textbook Allowance refund from previous school. A Student Departure Form and Student Refund Form to be completed upon departure.



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STUDENT REQUEST FOR REFUND (LEFT STUDENT ONLY)

Student Name: _____ Year Level: _____

Parent/Guardian Name: _____ Date Left: _____

Parent/Guardian Signature: _____

Address: _____

I understand and agree that:

1. where the original payment was made by credit card, the only refund options available are to the credit card used for the original payment.
2. 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.
3. the school receipt for the original payment is attached / not attached. (Please circle)
4. my details will be kept confidential and will not be used for any other purpose.
5. my refund be made:
☐ to my bank account via electronic funds transfer (EFT) (please complete details below); or
☐ to my credit card if used for the original payment (please bring the original card to the office for processing).

Signature of Parent

____/____/____
Date

Parent/Carer Bank Account Details:

Account Name: _____ BSB: _____

Account Number: _____ Bank: _____ Branch: _____

OFFICE USE ONLY

1. Receipt Details

Subcc: _____ GL Account Code: _____ Product Code: _____ Tax Code: _____

Date Paid: _____ Receipt No: _____ Amount Paid: _____

Outstanding Accounts: _____ Documentation attached: ☐

Action to be taken: ☐ EFT ☐ Credit Card

Refund Amount: _____ Refund processed by: _____ Date: _____

2. Principal's Authorisation

Signature: _____ Date: _____

3. Payment Details: Date Processed: _____ Transaction No. _____