Refund Guidelines for Excursions and Camps

At Varsity 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.

School Excursions and camps enhance a student’s learning by providing opportunities for the students 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 a student;
- An education service purchased from a provider other than the school where the provider charges the school; and
- A specialised program.

Participation of students in an excursion or camp is indicated through payment of the excursion or camp fee and provision of a permission form completed by the parent/caregiver.

When planning the overall cost of an excursion, the final cost per student is determined by the number of students who indicate their interest and return the permission form with parent/caregiver signature.

Applications for refunds are assessed on an individual basis and are dependent on a number of factors including timelines, student illness, forward bookings (such as for camps). Application must be lodged within three weeks of the activity taking place. The final decision rests with the Principal.

To receive a refund, please request a refund form from the Finance office and submit it to the program coordinator or class teacher.

For refunds of $50 or less, a credit will be made against the student’s account.

Department of Education and Training policy references:

- Education (General Provisions) Act 2006
- SC-PR-002: School Excursions
- FNM-PR-019: State Education Fees