



SHSS P&C Procedure: Representative Student Contribution

Purpose

The purpose of this procedure is to outline the procedure and eligibility requirements for reimbursement of expenses for students representing the school at extra-curricular events.

Representative Sports

The P&C provides financial support to students who are selected to represent the school in sporting teams or individual sporting events.

Eligibility criteria

- The student must be selected to represent the school at a Met-East level to compete in state or national level.
- The student can only claim reimbursement for compulsory expenses
- The maximum claim is \$200 per student per annum for state representation and \$300 for national representation – once this limit is reached for each student no further contributions will be made by the P&C

Procedure

The following must be emailed through to 7hillspc@gmail.com :

1. An *Expense Claim*¹ form containing parent details and bank account for reimbursement
2. A receipt which shows the costs have already been incurred (the P&C cannot provide a contribution in advance)

Other extra-curricular activities

The P&C may provide financial support to students who are selected to represent the school in other extra-curricular activities (eg. Art, Music, STEM, English, etc).

Eligibility criteria

- The student must be selected to represent the school at an advanced level – eligibility will be at the discretion of the P&C executive & members
- The student can only claim reimbursement for compulsory expenses
- Compulsory expenses must be greater than \$50 for a claim to be made
- The maximum claim is \$200 per student per annum – once this limit is reached for each student no further contributions will be made by the P&C

Procedure

The following must be emailed through to 7hillspc@gmail.com :

1. An *Expense Claim*¹ form containing parent contact details and bank account for reimbursement

¹ Reimbursement forms can be downloaded from the school website: <https://sevehillss.eq.edu.au>
Home > Support and resources > Forms and documents > Documents



2. A receipt which shows the costs have already been incurred (the P&C cannot provide a contribution in advance)