



REFUNDS POLICY

1 Rationale

The school must ensure that the provision of services for students, (i.e. excursions/camps/visiting groups/services) do not incur direct costs to the school, nor cause the school to run at a loss.

2 Aim

To provide a fair and equitable refund system.

3 Implementation

Costs for excursion or in school activities are calculated based on the number of students who have returned the permission form for the activity. Costs are calculated to minimise the expense to parents. Credits can only be possible if the venue does not charge the school for the student not attending. The cost of the transport will not be refundable as this charge is not dependent on the number of students attending.

The following guidelines detail the procedures to be followed for credits relating to school excursions and/or in school activities.

1. Any student withdrawing from an activity or excursion other than ill health will need to provide a valid reason in writing addressed to the Principal to obtain a credit which will be at the discretion of the Principal (or Nominee).
2. Any student withdrawing from an activity or excursion due to ill health will need to supply a medical certificate to obtain a credit.
3. If the activity or excursion has been prepaid, no credits will be given as the cost of the student not attending has already been paid by the school. Credits will only be given if the venue refunds the school.
4. No monetary refunds will be given. Credits will be issued to the student or sibling/s.
5. Refunds will only be made to Grade 6 students not attending the last excursion/activity for the year if the student has no siblings at the school.
6. The cost of transport or visiting performers is not refundable because the costs are calculated on the number of students attending prior to the event.
7. In the event of a student being excluded from the excursion due to School based decision, a credit will be issued to the student or a sibling.
8. All claims for refunds must be made in writing within 21 days of the event taking place.
9. The Principal (or Nominee) will have the capacity to review special circumstances on an individual basis

4 Evaluation

Finance Committee will review the Refund Policy annually and bring any recommendations to School Council.