

REFUND POLICY



Rationale Schools are authorised to charge fees for a variety of activities, programs and services. Parents who make such payments may at times seek a refund. Requests for refunds will be considered and managed in a manner consistent with this policy.		
1 Guidelines 1.1 To provide and communicate easily understood procedures for parents to follow when considering or requesting refunds for previously paid fees and charges 1.2 To provide a fair and equitable refund policy		
2 Implementation 2.1 Our school will charge fees for activities, programs and services where appropriate to do so in accordance with the Department of Education and Training Parent Payment policy. 2.2 It is incumbent upon the school to manage such events in a manner that is cost neutral, that is, the school does not make a profit or loss 2.3 It is common for camps and excursion and incursion providers to charge schools non-refundable deposits and part payments when organising events 2.4 Students withdrawing from camps/ excursions and/ or incursions will not be automatically entitled to a refund. 2.5 Where the school is charged for the provision of a program or service as a bulk cost not per head cost, no refund will be available until all outstanding costs are met. Camps and providers often charge schools a 'per head' amount according to the exact numbers who are planned to attend. A reduction of one student can have a high impact on the per head cost to other remaining students. 2.6 Where a 'per head' fee is charged, refunds can be given except if the event is governed by the number of instructors required 2.7 Where there is a combination of a bulk charge and a 'per head' charge in an excursion only the 'per head' component can be refunded e.g. a visit to the zoo where the bus charge is bulk cost and the entry fee is per head cost only the entry fee can be refunded 2.8 Deposits paid for school camps will be non-refundable unless either cancelled by the school or at the discretion of the Principal 2.9 As the school budget cannot meet any shortfalls in funding due to the subsequent non-participation of a student who had previously indicated attendance in the activity, fees already paid may be refunded in full or in part or not at all. Each case will be considered individually. 2.10 If a student leaves the school during the year a refund may be available. Such refunds will be calculated on the basis of the pro-rata per term amount of the prepaid fees and levies. 2.11 The Camps/ Excursion/ Incursion Request form must be completed for all reimbursements within 14 days of the event. Refund forms are available at the general office. It may be appropriate to attach a medical certificate 2.12 Refunds will be processed once all outstanding costs are met. 2.13 All refunds are at the discretion of the Principal.		
3 Evaluation 3.1 The Education Sub-committee will review the effectiveness of the school's Refund Policy on a cyclic basis in accordance with DET Policy Framework and Guidelines.		
Documents related to this policy Excursion/ Incursion policy Parent Payment policy		
Policy Area School operation	Ratified by School Council May 2018	Next review 2021

CAMPS/ EXCURSION/ INCURSON REFUND REQUEST

DATE: _____

STUDENT'S NAME: _____

GRADE: _____

CAMP, EXCURSION/ INCURSION: _____

AMOUNT PAID: _____

REASON FOR REFUND:

PARENT NAME: _____

SIGNATURE: _____

Office Use Only

Approved: Yes No

Refund Amount: _____

Authorised by: _____

Signature: _____

Date: _____