

## **Refund Policy - December 2020**

### **Purpose**

The School Council has the responsibility to ensure there is a fair and equitable refund system in place following payment for Camps/Excursions/Incursions and Essential Education items and to ensure Parents provide information to the School in a timely manner.

The aim of School Council in monitoring the Refunds is to:

- ensure Parents/Guardians are made aware of School charges in a timely manner
- ensure Parents/Guardians inform the School of changes to circumstances re the attendance of Camps/Excursions in a timely manner
- ensure opportunity is available for all students who take part in the camps and excursion programs, whilst also ensuring the program is conducted on a financial viable basis.
- provide guidelines and outline circumstances in determining eligibility for a full or part refund for charges paid to the school by families.

### **Guidelines**

- All refunds requests must be made in writing by completing a Refund Request Form
- A request for a refund does not automatically mean a full refund of monies paid.
- Refunds are all subject to the discretion of the Principal on a case by case basis.
- Donations made to the Voluntary Contributions is NON REFUNDABLE

### **Implementation**

#### **Essential Education Items**

- The aim of the School's Refund Policy will be achieved through the implementation of the following:
- All School Provided charges will be invoiced to families in January for the current year
- The expectation is families will pay these costs as early as possible during Term 1 but before the end of Term 2 in the current school year.
- Where payments have been made refunds will be on the following basis:
  - Where the child withdraws from the School prior to the commencement of the school year the refund will be 100% of the amount paid
  - Where the child withdraws from the School in term 1 the refund will be 75% of the amount paid
  - Where the child withdraws from the School in term 2 or thereafter there will not be a refund
- Refunds are not available for payments made for Essential Education Items that are retained by the students (e.g. stationery)

## **Camps/Excursions/Sport**

Participation of students in an activity is indicated by the return of a signed permission form and payment of monies.

- Students withdrawing from an activity will not automatically be entitled to a refund. This will be determined by any expenses incurred by the school and the reason for not attending. A Refund Request Form must be lodged and the Principal will determine the final outcome.
- Deposits for Camps will be non-refundable. Requests for this to be refunded must be in writing (Refund Request Form) and the Principal will determine the final outcome.

## **Evaluation**

This policy will be reviewed annually by School Council.

## **Review Cycle**

This policy was last updated in October 2020 and is scheduled for review in October 2021.

