

Refund Policy

Purpose

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.
To provide a fair and equitable refund system

Implementation

- Where the school is charged for provision of a program or service as a bulk cost and not per head cost, no refund is able to be given.
- Where a “ per head’ fee is charged to the school, refunds are able to be given, If a student did not attend an activity due to ill health and the school is able to re-coupe the cost. A medical certificate may be required for the day of the activity. This is subject to the discretion of the Principal.
- Where there is a combination of a ‘bulk charge’ and a ‘per head’ charge for an excursion e.g. visit to a zoo, the bus cost is ‘bulk cost’, Entry fee is ‘per head’ cost. Only the ‘per head’ component, which the school is able to re-coupe if a student did not attend, will be refunded to parents/guardians.
- Deposits paid for school camps will be non-refundable, unless the camp is cancelled by the school, in a time frame where the school is able to re-coupe this money.
- All claims for reimbursements must be made in writing within 14 days of the event.
- The Principal will have the capacity to view special circumstances on an individual basis
- A refund statement will be included on excursion / ‘in school activity’
Notices will include the following-
Due to planning and advance payment to confirm the booking for this excursion / in school activity, a medical certificate may be required for the day of this activity, before a refund can be considered. The amount of the refund will depend on whether the school is able to claim a refund for all or part of the costs.
- The reply slip, signed by parents will include the following-
I have read and understood the refund policy.

This policy will be included in the first issue of the school newsletter and each term.

Evaluation:

Date Ratified by School Council: 4th September, 2018

REVIEW

Teaching staff will be responsible for the implementation and evaluation of this policy. This policy will be reviewed by the school council at least every 5 years, or earlier in special circumstances

Scheduled review Date: September, 2019