



PARENT REFUNDS POLICY

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:

- 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.

IMPLEMENTATION

ESSENTIAL EDUCATION ITEMS

The aim of the School's Refund Policy will be achieved through the implementation of the following:

1. All school provided charges will be invoiced to families in February for the current year
2. Families may opt to pay the fees in full during term 1 of the school year of enter into a termly payment plan. All payment plans will need to be set up in Compass.
3. Where payments have been made refunds will be on the following basis:
 - Where the child withdraws from the School in term 1 the refund will be 75% of the amount paid
 - Where the child withdraws form the School in term 2 or thereafter there will not be a refund
4. Refunds are not available for payments made for Essential Education Items that are retained by the students (e.g. stationery)

CAMPS/EXCURSIONS/INCURSIONS

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

1. 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.
2. 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.

REVIEW PERIOD

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



REFUND REQUEST FORM

PARENT NAME:	
STUDENT NAME:	
CLASS:	
ACTIVITY:	
REFUND AMOUNT:	
REFUND:	
REASON FOR (Please attach any documentation, e.g.: medical certificate)	

I understand and agree that:	
1. A refund may not be made to me or be made in full or in part, having regard to the associated expenses already incurred by the school	
2. The school receipt for the original payment is attached/not attached (Please circle)	
3. My details will be kept confidential and will not be used for any other purpose.	
4. Payments will be by EFT (please complete EFT details)	
5. The Principal will determine the final outcome of my request	

Account Name:	
BSB:	
Account No:	

Signature of Parent	
Date:	

(School Use Only)

Authorised by:	
Name:	
Signature:	
Date:	
APPROVED Refund Amount: _	
Original Receipt Number:	
Signature of Principal:	
Date:	