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 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

- Parent requests for refunds are subject to the discretion of the school and are approved on a case-by-case basis. Refunds will be provided where the school deems it is reasonable and fair to do so, taking into consideration whether a cost has been incurred, the Department's Parent Payment Policy and Guidance, Financial Help for Families Policy and any other relevant information.
- A request for a refund does not automatically mean a full refund of monies paid.

IMPLEMENTATION

EDUCATION ITEMS

Refunds are not available for payments made for Education Items that are retained by the students (e.g. stationery)

CAMPS/EXCURSIONS/INCURSIONS

Participation of students in an activity is indicated by completing permission and payment in Compass.

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.

2. Deposits for Camps will be non-refundable.
   Requests for this to be refunded must be in writing and the Principal will determine the final outcome.

REVIEW PERIOD

This policy was last updated in February 2026 and is scheduled for review February 2028.