



UPWEY SOUTH
Primary School

REFUNDS POLICY

Rationale:

Upwey South Primary School expects all students to participate in class, specialist, and extracurricular activities including attendance at excursions, incursions, camps, swimming, sporting events, etc.

Upwey South Primary School must ensure that the provision of services for students, as listed above, do not incur direct costs to the school, and therefore cause the school to run at a loss for a particular activity.

There will be occasions when, for whatever reason(s), a student needs to withdraw from an activity after they have made payment to the school for all or part of that activity.

Aim:

To provide a fair and equitable refund system.

Implementation:

Students withdrawing from an activity will not automatically be entitled to a refund.

- a) Where the school is charged for the provision of a program or service as a bulk cost and not a 'per head' cost, no refund will be given.
- b) Where a 'per head' fee is charged, refunds may be considered on an individual basis.
- c) Where there is a combination of a bulk charge and a 'per head' charge for an excursion. e.g. Excursion to the Zoo. Bus charge is a bulk cost. Entry fee is per head cost. Only the 'per head' component may be refunded, as per (b) above.
- d) Deposits paid for school camps and swimming will be non-refundable unless either cancelled by the school or at Principal discretion.
- e) No refunds will be given for the Essential Education Items component of the yearly Parent Contributions.
- f) Refunds will only be considered when requested in writing within 7 days. The Principal will have the capacity to view special circumstances on an individual basis following a request in writing.

This policy will be reviewed annually and formally approved and minuted by the School Council at the first meeting of the year.

Principal: _____

School Council President: _____

School Council ratified this policy on 20th February 2018
Review Date: February 2019