



Refund Policy

(Ratified by School Council: February 2020)

RATIONALE:

Upwey South Primary School encourages all students to participate in camps, excursions and extracurricular activities, and understands that this requires a financial commitment from families.

POLICY PURPOSE:

To ensure that the provision of services for students (eg excursions/incursions/camps/extra-curricular activities) do not incur direct costs to the school, not cause the school financial loss.

To provide a fair and equitable refund system.

IMPLEMENTATION:

-A refund may be payable when an event is cancelled by the school, and is unable to be rescheduled at a later date

-The Principal deems the student's withdrawal was unavoidable eg: illness. Proof of reason for withdrawal may be requested in such circumstances.

-Where a "per head" fee is charged, refunds may be given.

-Where there is a combination of a bulk charge and a "per head" charge for an event (eg visit to the zoo), the bus charge is a bulk cost and the entry fee is a "per head" cost. Only the "per head" component is able to be refunded.

-All claims for swimming will be for the lesson component only and must be accompanied with a medical certificate for a period of five consecutive days or more. There will be no refund for the cost of the bus hire.

-Deposits paid for school camps will be non-refundable unless cancelled by the school.

-CSEF amounts that have been allocated to events will not be refunded, but held in credit on the student's account for use as intended by DET guidelines

-The Principal will have the capacity to review special circumstances on an individual basis.

-All claims for refunds must be made in writing within 21 days of the event taking place, refund applications are available at the school office.

-All refunds will be provided in the form of direct deposit or as a credit on the student's account, following approval by the Principal/Business Manager and shall be processed once all outstanding costs are met.

POLICY REVIEW:

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

School Council ratified this policy on February 2020
Review Date: February 2021