



Refund Policy

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:

School Council ratified this policy on March 2022 to be reviewed February 2023.