



# REFUNDS POLICY

## Basic Belief

That refunds will be given to parents if their child/ren are unable to attend activities that they have paid for provided school funds are not challenged.

## Goal

To provide a fair deal for all parties (parents/school/providers)

## Guidelines

- Refunds for schools camps, swimming, excursions and school based activities can be given when notification of non attendance has been received prior to confirmation of numbers attending with activity provider and bus lines.
- Non- refundable component will be based on costs that are unable to be recovered from the provider.
- Refunding of monies paid for camps and excursions after confirmation of arrangements have been completed will be made to parents less the nominated deposit. The non-refundable deposit will be clearly stated on information notices.
- Refunding of monies for the Water Awareness Program where a student does not attend the full program due to medical reasons, and a medical certificate is provided, will be calculated on number of days attended less the cost of the bus cost which is a fixed cost item.
- The school reserves the right to cancel activities. In this instance families will be offered the option of a refund or a credit of funds towards a future cost.
- Where the costs of an activity are less than that charged to the families, parents will be offered the option of a refund or credit of funds towards future cost.
- Refunds will be made where applicable as soon as practicable after the completion of the activity.
- Notification of non-attendees will be confirmed with the staff member responsible for the activity.
- Parents will be offered the payment of their refunds via cheque or through credit of funds towards a future cost, excluding fundraising.

## **Responsibility for Implementation**

The Management Sub-Committee will be responsible for implementation and continuous monitoring of the policy.

## **Date Passed by School Council**

The Refunds Policy was passed by School Council on 6<sup>th</sup> August 2012.

## **Proposed Date of Review**

The Management Sub- Committee will be responsible for coordinating and planning the review of the Refunds policy, under the auspices of School Council. The review period will be three years from the policy being passed by School Council.