



REFUNDS POLICY

Purpose

- To provide a fair and equitable refund system.
- To ensure the provision of services for students (ie excursions / incursions / camps / swimming programs) do not incur direct costs to the school, nor cause the school to run at a loss.

Guidelines

- 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 is able to be given.
- Where a 'per head' fee is charged, refunds are able to be given.
- Where is a combination of a bulk charge and a 'per head' charge in an excursion (eg: visit to the zoo, the bus charge is a bulk cost and the entry fee is 'per head' cost), only the 'per head' component is able to be refunded.
- 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.
- The provider of swimming instruction estimates the cost and employs instructors based on our numbers given well before the start of the program. Therefore parents are responsible for the full cost of the program if a child is participating for all or part of the program. The school will consider the refunding of monies where a student does not attend the full program due to medical reasons, and a medical certificate is provided. The medical certificate must be for whole period of the program.
- 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.
- CSEF amounts that have been allocated to these events will not be refunded, but held in credit to be placed against other camps, sports and excursions or forwarded to another school if a child is leaving.

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 23rd July 2018.

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.