



# Refund Policy

July 2018



## 1. Definitions

- 1.1 **Camps** – grade level and snow sports camp
- 1.2 **Essential Learning Items** – Basic classroom requisites
- 1.3 **Excursions/Incursions** – all curriculum related excursions and incursions for the year
- 1.4 **Extraordinary Circumstances** – death in the family, illness which results in a hospital stay (medical certificate must be provided)
- 1.5 **Fundraising Events** – all events organised by the fundraising committee for the year
- 1.6 **Sports** – interschool sport, bike education
- 1.7 **Sporting Carnivals** – swimming and athletics
- 1.8 **Voluntary Contributions** – First Aid Services and Support, Grounds Safety and Maintenance, Building Fund, Library Fund

## 2. Purpose

- 2.1 To provide a fair and equitable refund system.

## 3. Guidelines

- 3.1 <http://www.education.vic.gov.au/school/parents/financial/Pages/parentpayments.aspx>

## 4. Implementation

- 4.1 Camps and Excursions/Incursions
  - 4.1.1 Camps and excursions/incursions are calculated on a cost recovery basis, according to the number of students who have indicated their attendance.
  - 4.1.2 Participation of students on a camp and excursion/incursion is indicated through payment and/or provision of a permission form completed by the parent/guardian.
  - 4.1.3 As a school cannot meet any shortfalls in funding for camps and excursions, students who have previously indicated their attendance, will have none or part of the monies refunded in accordance with associated expenses incurred as a result of non-participation.
- 4.2 Sports, swimming and associated sporting carnivals
  - 4.2.1 Sports, swimming and associated sporting carnivals are calculated on a cost recovery basis, according to the number of students who have indicated their attendance.
  - 4.2.2 Participation of students in sport, swimming and associated sporting carnivals is indicated through payment and/or provision of a permission form completed by the parent/guardian.
  - 4.2.3 As a school cannot meet any shortfalls in funding for camps and excursions, students who have previously indicated their attendance, will have none or part of the monies refunded in accordance with associated expenses incurred as a result of non-participation.

#### 4.3 Essential Student Learning Items

4.3.1 Refunds will be made on a pro rata basis but will not be made for any part of any term in which the student has attended school.

#### 4.4 Fundraising Events

4.4.1 All requests for fundraising refunds must be submitted to School Council for approval.

4.4.2 As fundraising is a voluntary contribution, refunds will only be approved by School Council under extraordinary circumstances.

#### 4.5 Voluntary Contributions

4.5.1 No refunds will be offered.

### **5. Related School Policies**

5.1 Parent Payment Policy

### **6. Review**

6.1 This policy will be reviewed annually as part of the school's regular policy review cycle.

6.2 This policy was last ratified by School Council on July 2018.