



Refund Policy

Rationale:

The school has the responsibility to ensure that the provision of services for students, ((i.e. excursions, camps, visiting groups, other services) do not run at a loss and as a result, incur direct costs to the school.

Aims:

To provide a fair and equitable refund system.

Implementation:

- 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.
- Refunds are able to be given where a per head cost is charged.
- Where there is a combination of a bulk charge and a per head charge for an excursion, only the per head charge can be refunded. EG: A trip to the zoo: - The bulk charge would be for the bus costs. The entry fee would be the per head cost.
- If an event is cancelled by the school, a refund may be payable after consideration of any costs incurred by the school and the reason for cancellation.
- All claims for reimbursement must be made within 21 days of the event.
- The Principal will have the capacity to consider special circumstances on an individual basis.
- Feedback from the school administration team will be sought when reviewing this policy.

Review Cycle and Evaluation:

This policy will be reviewed annually.

Ratified by School Council: March 2021

Next review: March 2022