



REFUND POLICY

<p>Policy Implementation Date</p> <p>July 2019</p>	<p>Review Date</p> <p>July 2022</p>	<p>Responsible for Review</p> <p>Policy subcommittee</p>
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Aims:

To provide guidelines and outline circumstances where payments made to the school can be refunded to parents/guardians.

Guidelines:

School activities such as (but not limited to) incursions, excursions, camps and purchases must be paid for prior to the event, and be accompanied by a signed parent authority where appropriate.

Refunds are all subject to the discretion of the Principal on a case by case basis, and usually follow the guidelines below:

Camps, excursions and incursions

- Refunds are not available where payment for transport and entrance fees (etc) is a flat charge split across the number of students expected to attend.
- Refunds are not available when the school will be out of pocket
- Non-refundable deposits are not refundable.
- Refunds may be available when the school receives a credit from a third party provider involved in the camp or excursion.

Other educational items

Refunds are not available to payments made for other educational items that are retained by the student, unless the items are in original new condition. This includes items such as school uniform purchases and reader covers.

Refunds may be available if:

- The school in turn receives a credit for payments where a third party is involved
- The school is not out of pocket for any expenses