



Yinnar South Primary School – Policy

Refund Policy

Purpose:

The provision of specialist activities and services for students, (e.g. excursions / camps / incursions, etc.) by the school can, at times, incur direct costs to the school, and cause the school to suffer a financial loss. The school often needs to pay for activities in full, prior to the day an activity is scheduled. Non-attendance by students, and subsequent requests for refunds in this situation, often results in a shortfall in receipts relating to covering the cost of an activity.

Scope:

This policy applies to all:

- Parents, carers, guardians

Policy:

Yinnar South Primary School believes that the Camps and Excursion program is highly beneficial for students and provides opportunities for particular learning experiences that cannot be gained in the classroom. We encourage all students to participate in camps and excursions. There will be occasions when a student needs to withdraw from a camp/excursion or activity after they have made payment or the school needs to cancel a camp/excursion or activity.

The school must ensure that the provision of services for students (i.e. excursions / camps / visiting groups / services) do not incur direct costs to the school.

The following guidelines will apply:

- Students withdrawing from camps and excursions will not be automatically entitled to a refund.
- Where the school is charged for the provision of a program or service as a bulk cost and not per head cost, no refund will be available until all outstanding costs are met.
- Where a “per head” fee is charged refunds can be given except if the event is governed by the number of instructors required – e.g. swimming
- A refund will be given at the discretion and approval of the Principal.
- Where there is a combination of a bulk charge and a “per head” charge in an excursion (e.g. visit to a zoo where the bus charge is bulk cost and the entry fee is a per head cost, only the “per head” component can be refunded.
- Deposits paid for school camps will be non-refundable unless either cancelled by the school or at the Principal’s discretion.
- No cash refunds will be given.
- Refunds over \$20. A direct deposit will be processed into a nominated bank account.
- Refund under \$20. A credit on the school family account will be processed. This credit can be used for any outstanding amount on the family statement.
- The ‘Camps and Excursion Refund Request’ form must be completed for all reimbursements within 14 days of the event. Form available from the office.
- Curriculum charge refunds will be made on a pro rata basis and will not be made for any part of any term in which the student has attended the school, no matter the duration of attendance in that term. (For example, a student departing at any point in Term 2 having paid the whole year’s fees in advance, will be refunded for Terms 3 & 4)
- If the student has not paid the essential educational items, the money will be used towards that charge.
- Refunds will be processed once all outstanding costs are met.

Further Information and Resources:

REVIEW CYCLE AND EVALUATION

This policy was last updated on 20/10/20 and is scheduled for review in October 2021.