



# Parent Refund

## Policy

Policy review team member: Sharyn Wanstall

This policy was last ratified by School Council on 17.6.19

### Rationale:

The purpose of this policy is to set out how our school will manage refunds/credits to parents if a student is unable to attend an excursion or camp after payment has been made. Also possible pro-rata refunds of essential education items.

### Aims:

The policy applies to all refund requests in regards to payments made by parents for their child's participation in a camp or excursion and/or parent contributions if the student leaves prior to the end of Term 3.

### Implementation:

#### Camps and Excursions

School charges for excursions and camps are calculated on a cost recovery only basis, according to the number of students eligible to attend. Participation of students in an excursion or camp is indicated through payment of the excursion or camp fee and provision of a permission form completed by the parent/carer. As the school budget cannot meet any shortfalls in funding for an excursion or camp due to the subsequent non-participation of a student who had previously indicated attendance of the activity, fees already paid for an excursion or school camp may be refunded in full or in part or not at all, having regard to the associated expenses incurred and the circumstances of the non-participation.

If a parent/carer wishes to apply for a refund due to their child's non-participation in an excursion or camp activity, they may do so by completing a Request for Refund form available from the school office (See Appendix A attached). Where possible, the request should include the receipt relating to the payment for which a refund is being sought.

It is preferred that refunds be made as a credit against the student's account at the school, and used for any cost in the future.

A refund will be provided, by way of an account credit, to parents for a child who paid for, but did not attend an activity, provided:-

- The parent notifies the school either before or on the morning of the activity and;
- Requests the refund in writing and;
- The school has not, or will not, be charged for that student, by the person/company providing the activity. This includes, but is not limited to, buses, entrance fees, participation charge, materials charge;

In certain circumstances, it may be possible to provide a partial refund, but not a whole refund. For example, a student has paid \$30 for a trip to the zoo, but did not attend due to illness on the day of the excursion. The school is notified on the morning of the zoo trip. In this case, we would be charged for the bus trip, however may not be charged for the zoo entrance fee. The student would receive a credit for the amount of the zoo entrance fee but not the bus component.

Where a student is charged for a complete program, including multiple sessions (eg swimming), a refund will not be provided where a student misses one or more of the individual lessons as the school does not receive a reduction in the fee charged.



Approved refunds over \$50.00 can be requested (in writing) to be made direct to parents by way of direct credit, rather than by credit to the family account if this is preferred.

**Essential Education Items**

If a student leaves the school during the year (prior to Term 4) a refund will be calculated on the basis of the pro-rata amount of the parent payment for the materials and services component if requested. Any refund made will be reduced by the cost to the school of replacing lost or damaged books or any other school owned resource. Voluntary contributions are considered to be a donation and will not be refunded.

A copy of this Policy will be provided to any parent upon request.

**Review:**

This policy was last approved by School Council on 17.6.19 and is scheduled for review in 2021.

**Signed by School Council President:**

**Date:**





(Appendix A)

### REQUEST FOR REFUND

I, ....., being the parent/carer of .....

in Grade ....., request a refund of \$..... paid for .....(activity)

I request a refund due to: .....

I understand and agree that:

- 1. A refund may not be made to me or be made in full or in part, having regard to the associated expenses already incurred by the school, and the school’s refund guidelines provided to me.
- 2. The school receipt for the original payment is attached/not attached. (Please circle)
- 3. I would prefer that my refund be made:
  - as a credit against my child’s account at the school; or
  - (for refunds of \$50 or more) a direct credit to the account listed below

BSB: ..... Account no. ....

Bank and Branch: .....

Email address: .....

Contact phone no.: .....

Signature of Parent/Guardian Date: ..... / ..... / .....

#### (School Use Only)

Original Receipt Number: \_\_\_\_\_ Amount Received: \$ \_\_\_\_\_

APPROVED Refund Amount Approved: \$ \_\_\_\_\_  NOT APPROVED

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature of Principal

Date