

	Policy Name:	Parent Refund Policy	Date of approval:	October 2020
	Responsible:	Business Manager	Review date:	October 2021
School Council Approval – Yes	This policy must be reviewed - Yearly		DET generated – N	

RATIONAL

Rosebud Primary School encourages all students to participate in extra-curricular activities including, camps & excursions. However, the school must ensure that these activities do not run at a loss and as a result incur costs to the school.

There will be occasions when for whatever reason(s), a student needs to withdraw from a program (incl holiday program), camp and/or excursion after they have made payment to the school for all or part of that activity.

AIMS:

To provide a fair and equitable refund system.

IMPLEMENTATION:

Students withdrawing from:

Camps, Excursions & Holiday Program:

1. Where no cost is incurred by the school, a full refund shall be payable provided that:
 - the student's place is filled by another student;
 - the school deems the student's withdrawal was unavoidable. e.g. illness
2. A partial refund shall be payable to the student withdrawing when:
 - the school deems the student's withdrawal was unavoidable but has incurred expenses relating to the withdrawal. In such cases, the refund will be the amount paid by the student, less expenses incurred by the school as a result of the withdrawal.
3. No refund will be payable to the student withdrawing when:
 - The school deems the withdrawal was avoidable and has incurred the full costs of the camp or excursion.
4. Where CSEF was used to pay for the activity, a credit will be placed on the family school account.
5. Where the amount is under \$20.00 a credit note will be placed on the family account.

Parents who require a refund must complete a "Parent Request for Refund Form" within 21 days of the event taking place.

Where the school makes the decision to cancel a camp or excursion due to insufficient numbers, the amount paid by the student shall be refunded in full.

Where a camp or excursion has to be rescheduled because of Government warnings, e.g. fire danger parents may request a refund of monies paid by them less any funds retained by the Booking Company for the rescheduled trip.

The Principal will have the capacity to view special circumstances on an individual basis.

EVALUATION:

Parents are satisfied with their option to request a refund and the school does not incur costs in running these extracurricular activities.

This policy will be reviewed annually.