



## Refund to Parents Policy

### Background

Huntingdale Primary School charges families for a range of educational activities including essential educational items, excursions, incursions and camps. There will be instances when parents will ask for refunds of payments for a range of reasons (e.g. illness, withdrawal from the activity, leaving the school). Therefore the school needs to set guidelines on granting refunds.

### Purpose

To ensure that:

- There is a fair and equitable system in place should parents ask for refunds.
- The school will not incur a direct cost following a refund.

### Implementation

#### Camp/Excursions/Incursions/Japan Trip

- Refunds will be given only if by doing so the school will not incur a cost:
- Non-refundable deposits will not be refunded unless another student can fill the place.
  - Where the school is charged a “group fee” as opposed to a “per head fee” a refund of the “group fee” portion of the cost cannot be considered until all costs associated with the activity have been met.
  - Where a “per head” fee is charged, refunds will not be given if the withdrawal will change the number of instructors/teachers required according to a ratio and it is too late to change that number (swimming, camp).
- Refunds are not granted automatically upon request. The school will assess every request on its merit.
- All requests for refund must be in writing by filling in a refund request form provided by the school within 14 days of the event. In case of illness, a medical certificate will need to be provided before the refund request can be considered. This policy will be attached to the request form.
- Refunds can be authorised in writing only by the Principal and Assistant Principal.
- Refunds will preferably be given by crediting the amount to the student’s account to be used to pay subsequent charges, or directly into a nominated bank account. No refunds will be made by cash.
- If the student has not paid the essential educational items, the money will be used towards that charge.

#### Essential Educational Items

- Only a partial refund can be considered, since – for example – books and pens can be used by other students, but exercise books and scrap books cannot be re-used. Therefore the school will consider a \$100 refund if exiting within 2 terms of having commenced school.

### Evaluation

This policy will be reviewed every year as part of the financial policies

### Certification

This policy was endorsed by School Council at the meeting held on 18 August 2015

Signed.....

Principal

Signed.....

School Council President



## Parent Payment Refund Request

Date			
Parent name			
Student name			
Home Group			
Activity to be refunded:			
Reason for refund			
Refund amount			
Doctor Certificate attached			YES / NO

OFFICE USE ONLY			
Approved	YES / NO		
Refund Amount	\$		
Authorised by		Signature	
Date			