

# PARENT REFUNDS POLICY



Date Approved	28/10/2020	Review Date:	Oct 2021
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## PURPOSE

The School Council has the responsibility to ensure there is a fair and equitable refund system in place following payment for Camps/Excursions/Incursions and Essential Education items and to ensure Parents provide information to the School in a timely manner.

The aim of School Council in monitoring the Refunds:

- Ensure Parents/Guardians are made aware of School charges in a timely manner
- Ensure Parents/Guardians inform the School of changes to circumstances re the attendance of Camps/Excursions in a timely manner
- Ensure opportunity is available for all students who take part in the camps and excursion programs, whilst also ensuring the program is conducted on a financial viable basis.
- Provide guidelines and outline circumstances in determining eligibility for a full or part refund for charges paid to the school by families.

## GUIDELINES

- All refunds requests must be made in writing by completing a Refund Request Form
- A request for a refund does not automatically mean a full refund of monies paid.
- Refunds are all subject to the discretion of the Principal on a case by case basis.
- Donations made to the Voluntary Contributions is NON REFUNDABLE

## IMPLEMENTATION

### ESSENTIAL EDUCATION ITEMS

The aim of the School's Refund Policy will be achieved through the implementation of the following:

1. All School Provided charges will be invoiced to families in January for the current year
2. The expectation is families will pay these costs as early as possible during Term 1 but before the end of Term 2 in the current school year.
3. Where payments have been made refunds will be on the following basis:
  - Where the child withdraws from the School prior to the commencement of the school year the refund will be 100% of the amount paid
  - Where the child withdraws from the School in term 1 the refund will be 75% of the amount paid
  - Where the child withdraws from the School in term 2 or thereafter there will not be a refund
4. Refunds are not available for payments made for Essential Education Items that are retained by the students (eg Stationery)

### CAMPS/EXCURSIONS/INCURSIONS

Participation of students in an activity is indicated by the return of a signed permission form and payment of monies.

1. Students withdrawing from an activity will not automatically be entitled to a refund. This will be determined by any expenses incurred by the school and the reason for not attending. A Refund Request Form must be lodged and the Principal will determine the final outcome.
2. Deposits for Camps will be non-refundable. Requests for this to be refunded must be in writing (Refund Request Form) and the Principal will determine the final outcome.

## EVALUATION

This policy will be reviewed annually by School Council.

## REVIEW CYCLE

This policy was last updated in October 2020 and is scheduled for review in October 2021.



# Reservoir Views Primary School

**2021**

## REFUND REQUEST FORM

**PARENT NAME:** \_\_\_\_\_

**STUDENT NAME:** \_\_\_\_\_

**CLASS:** \_\_\_\_\_

**ACTIVITY:** \_\_\_\_\_

**REFUND AMOUNT:** \_\_\_\_\_

**REASON FOR REFUND:** (Please attach any documentation)  
\_\_\_\_\_  
\_\_\_\_\_

I understand and agree that:

1. A refund may not be made to me in full or in part, having regard to the associated expenses already incurred by the school
2. The school receipt for the original payment is attached/not attached (please circle)
3. My details will be kept confidential and will not be used for any other purpose.
4. Payments will be by EFT. (Please complete EFT details)
5. The Principal will determine the final outcome of my request

Account Name: \_\_\_\_\_

BSB: \_\_\_\_\_

Account No: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_ Date: \_\_\_\_\_

### (School Use Only)

Authorised by: Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

APPROVED Refund Amount: \_\_\_\_\_

Original Receipt Number: \_\_\_\_\_

Signature of Principal: \_\_\_\_\_ Date: \_\_\_\_\_