



Refund Policy

RATIONALE

The school must ensure that excursions, camps and visiting groups do not run at a loss and as a result incur costs to the school. A deposit for an excursion, camp or visiting group is considered a commitment to your child's participation in an event.

AIM

To provide a fair and equitable refund system.

IMPLEMENTATION

1. Where the school is charged for the provision of a program/service as a group cost, no refund is to be given. Where a per head fee is charged refunds are only able to be given for the per head portion (e.g visit to a zoo. The bus charge is a group cost. The entry fee is a per head cost)
2. Requests for refunds will need to be made in writing to the Principal prior to an event.
3. The Refund Policy will be made available on the school website.
4. A medical certificate may be required in order to provide a refund.
5. The Principal will have the capacity to consider special circumstances on an individual basis.

EVALUATION

This policy was last reviewed on March 18th 2019 and is scheduled for review in 2021.

Ratified by School Council:	March 2019	No. of Pages:	Page 1 of 1
Issue Number:		Next Review Date:	2020