



Help for non-English speakers

If you need help to understand the information in this policy, please contact Ms Liz Lange. PH: 03 97492770 or woodvilleps.vic.edu.au

Rationale

This policy is developed to provide guidelines and outline circumstances where payments made to the school can be refunded to parents/guardians.

Purpose

To ensure camps and excursions are organised at no cost to the school and if avoidable parents do not incur a loss.

Refunds are all subject to the discretion of the Principal on a case by case basis, and usually follow the guidelines below. Any refunds must be in line with the school's parent payment arrangements and must be by cheque or electronic funds transfer payment and never cash.

Voluntary Contributions

- Fully refundable if paid in the preceding year and student does not commence school.
- Pro-rata – based on the exit date per term.

Camps, Sport and Excursions

Students withdrawing from an activity will not automatically be entitled to a refund.

- Where the school is charged for the provision of a program or service as a bulk cost and not a 'per head' cost, no refund will be given.
- Where a 'per head' fee is charged, refunds may be given.
- Where there is a combination of a bulk charge and a 'per head' charge in an excursion (eg a visit to the zoo where the bus charge is bulk cost and the entry fee is a 'per head' cost) only the 'per head' component can be refunded.
- Refunds may be considered under special circumstances and at the principal's discretion.
- Deposits paid for school camps and swimming will be non-refundable unless either cancelled by the school or at the Principal's discretion, for example, medical certificate provided.
- The 'Camps and Excursion Refund Request' form must be completed for all reimbursements within 14 days of the event. Form is available from the office.
- Refunds will be processed once all outstanding costs are met.

Specific Procedures

If a refund is approved, a family credit note will be issued against the activity. The value of the credit may be applied to an outstanding invoice of the parent's choice. If there are no outstanding invoices the parent will be requested to provide their bank account details and the amount will be reimbursed through direct credit. Woodville Primary School is not permitted to reimburse cash to the student or parent.

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle.

POLICY REVIEW AND APPROVAL

Policy last reviewed	March 18 th 2024
Approved by	School Council
Next scheduled review date	March 2027



REFUND REQUEST

Date: _____

Student's Name: _____

Grade: _____

Camp / Excursion: _____

Amount Paid: \$_____

Reason for Refund:

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Parent's Name: _____

Signature: _____

Office Use Only:

Approved: ☐ Yes ☐ No

Refund Amount: \$_____

Authorised by: _____

Signature: _____

Date: _____