



Refund

POLICY

Rationale

At Cardinia Primary School we encourage all students to participate in activities such as incursions, excursions and sporting events, as well as extra-curricular activities such as school camp, as we believe that these activities are highly beneficial for students and provide opportunities for particular learning experiences that cannot be gained in the classroom.

We understand there will be occasions when students will need to withdraw from a program, event, incursion, excursion or school camp after they have made payment for all or part of that activity.

Aim

- To provide a fair and equitable refund system.
- To ensure that the provision of services for students do not incur direct costs to the school, nor cause the school to run at a loss.

Scope

This policy applies to all payments made by parents/carers.

Implementation

- Students withdrawing from a program, event, incursion, excursion or school camp will not be automatically entitled to a refund.
- Where the school is charged for the provision of a program or service as a bulk cost (not a per head cost), no refund will be available until all outstanding costs are met.
- Where a per head fee is charged, refunds can be given except if the event is governed by the number of instructors required (i.e. the swimming program).
- Where there is a combination of a bulk charge and a per head charge for an excursion (e.g. an excursion to the zoo where the bus charge is a bulk cost and the entry fee is a per head cost, only the per head component can be refunded).
- Where the school has already provided numbers to an excursion venue and paid up-front for the excursion based on that number, then no refund will be available.
- Deposits paid for school camps will be non-refundable unless either cancelled by the school or at the discretion of the Principal.
- Where the school makes the decision to cancel a program, event, incursion, excursion or school camp, the amount paid by the student shall be refunded in full.
- All requests for a refund need to be made in writing to the Business Manager.
- Refunds will be processed once all outstanding costs are met.
- CSEF amounts that have been allocated to a program, event, incursion, excursion or school camp will not be refunded, but held in credit to be placed against another activity or forwarded to another school if a child is leaving.

- All refunds are at the discretion of the Principal.

Evaluation

This policy will be reviewed every three (3) years or as deemed necessary.

Ratified

This policy was ratified by School Council on 14th November 2018.