



SCHOOL ACTIVITY REFUND POLICY

Preamble:

Sometimes parents make payments for school activities that for a range of reasons, their child does not attend. This may include event cancellation, student illness, student suspension, unexpected family events or other reasons. Where possible, the school is committed to refunding monies when students are unable to attend an event.

Some events, however, exclude the capacity for refunds and these include, but are not limited to, events with non-refundable deposits or payment.

Implementation:

- All refunds require the completion of a Student Refund Application form.
- Refunds must be approved and authorised by the Principal.
- Refunds can only be made to the person who made the original payment, and only in the method of the original payment.
- Permission notes will state if an event is non-refundable.
- Refunds will not be issued for 'change of mind'.
- Cash refunds cannot exceed \$100 for the activity.
- The school will exercise discretion in handing refund cash to students.
- In lieu of a refund, there is the capacity to allocate monies to fees in advance to be used at a later date for that student.

Review:

Annually