
Reimbursements and Refund Policy



Refunding Payment for College Fees & Activities

All College Charges must be paid before any refund is made. Any outstanding amounts will be deducted from the refund due.

Rationale

The school must ensure that the provision of services for students, (i.e. excursions/camps/visiting groups/services) do not incur direct costs to the school, nor cause the school to run at a loss.

Aim

To provide fair and equitable refund system.

Implementation

1. 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 can be given.
2. Where a 'per head' fee is charged refunds may be given.
3. Where there is a combination of a bulk charge and a 'per head' charge in an excursion eg: visit to the zoo – Bus charge is a bulk cost and the entry fee is a 'per head' cost. Only the 'per head' component may be able to be refunded.
4. Refunds will only be given when requested in writing within 21 days of the event.
5. The Principal will have the capacity to view special circumstances on an individual basis.
6. Refunds will not be given if the refund will cause a financial loss to the school.

Organisation of Activities

All activities conducted by the College, whether on-campus or held off-campus, must be approved by a Principal on a Camps/Excursion form. All activities must include a charge for transport (if applicable), Teacher replacement, entry fee (if applicable) and other charges that may occur during the day.

General Day or Part Day Activities

A refund for activities will depend on the College recouping charges, which have been outlaid in good faith by the College on behalf of the student i.e. if the activity attracts an entry fee this fee will only be refunded if the College does not need to pay the fee for those who do not attend and have been booked to attend. Similarly if a bus is hired, the cost of the bus must be covered before a refund may be given.

Camps, Overnight Activities, VET, Sport and Similar Activities

If a student does not participate in this activity a refund will depend on the ability of the College to recoup the costs for the activity. A 10% administration cost will be deducted from the refund.

If a student withdraws from a camp, the incurred budgeted costs of buses, teacher replacement and deposit may be charged against any refund payment.

In all cases where deposits are required and paid, the deposit will be non-refundable and the following statement will form part of the information sent to parents/guardians: "Please note that the deposit for the activity is non-refundable'.

Evaluation

Finance committee will review the Refund Policy annually and bring any recommendations to School Council.

This policy was ratified at School Council on: September 2016

To be reviewed: September 2017