



**Kalinda Primary School No. 5121**

## ***Refund Policy***

### **PURPOSE**

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.

### **BROAD AIMS**

To provide a 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 per head cost, no refund/credit is able to be given until all outstanding costs are met.
2. Where a 'per head' fee is charged refunds/credits are able to be given.
3. Where there is a combination of a bulk charge and a 'per head' charge in an excursion e.g. visit to a zoo. Bus charge is bulk cost. Entry fee is per head cost. Only the 'per head' component is able to be refunded/credited.
4. Deposits paid for school camps will be non-refundable unless cancelled by the school.
5. All claims for reimbursements must be in writing and received at least 14 days prior to the event, unless exceptional circumstances apply. The Principal will have responsibility to assess "exceptional circumstances".
6. All refunds will be made by crediting the school family account. If the refund is over \$20, a direct deposit can be made, if requested, to a nominated bank account. No cash refunds can be given.

## RESPONSIBILITY

Principal, Finance Sub-Committee

## REVIEW CYCLE

This policy was last updated on 22.02.2021 and is scheduled for review in February 2022.

**Signed Tom Keegan (School Council President):**



**Signed Shaun McClare (Principal):**

