



REFUND POLICY

PURPOSE

To ensure there is a fair and equitable refund system in place at Auburn Primary School following payment for camp, excursions, incursions, curriculum contributions and extra-curricular activities which have not been fully accessed.

SCOPE

This policy applies to the Principal, Assistant Principal, Business Manager, office staff and parent/carers of the school.

IMPLEMENTATION

Voluntary Contributions

- Curriculum contributions and other voluntary contributions are non-refundable once the student has commenced at the school.

Camps, Excursion & Extra Curricular Activities

1. Full refund – Where no cost is incurred by the school provided that, the school deems the student's withdrawal was unavoidable. For illness a Doctor's certificate may be requested.

2. Partial refund – Where the school deems the student's withdrawal was unavoidable but has incurred expenses relating to the withdrawal. In such cases, the refund will be the amount paid by the student, less expenses incurred by the school as a result of the withdrawal.

3. No refund – Where the school deems the withdrawal was avoidable and has incurred the full or partial costs of the camp or excursion/incursion.

Deposits should be considered to be non-refundable. Requests for deposit refunds will be considered on a case by case basis.

- The 'Camps & Excursion Refund Request' form must be completed for all reimbursements within 21 days of the event. Form is available from the office. Where applicable a doctor's certificate should also be submitted
- Refunds will be directed to the family via a credit, which can be allocated to future charges, or as a payment directly to a nominated bank account if requested.
- Refunds will be processed once all outstanding costs are met.
- The Principal will have the capacity to review special circumstances on an individual basis.
- Principal has final discretion with all requests for a refund.

FURTHER INFORMATION AND RESOURCES

- Finance Manual for Victorian Government Schools
- Education Training and Reform Regulations 2007

EVALUATION

This policy will be reviewed annually by School Council to confirm/enhance internal control procedures.

POLICY REVIEW AND APPROVAL

Policy last reviewed	25/07/23
Approved by	School Council
Next scheduled review date	February, 2024 recommended minimum review cycle for this policy is 1 year

APPENDICES

Auburn Primary School Camps & Excursion Refund Request

AUBURN PRIMARY SCHOOL
CAMPS AND EXCURSIONS REFUND REQUEST

Date: _____

Student's Name: _____

Grade: _____

Camp / Excursion: _____

Amount Paid: \$ _____

Reason for Refund:
.....
.....
.....

Banking Details: BSB No: _____
 Account No: _____
 Account Name: _____

Parent's Name: _____

Signature: _____

Office Use Only:

Approved: Yes No

Refund Amount: \$ _____

Authorised by: _____

Signature: _____

Date: _____