



McKinnon Primary School Refund Policy

1.0 Rationale:

- 1.1 The provision of specialist activities and services for students, (e.g excursions / camps / incursions, etc.) by the school can, at times, incur direct costs to the school, and cause the school to suffer a financial loss. The school often needs to pay for activities in full, prior to the day an activity is scheduled. Non-attendance by students, and subsequent requests for refunds in this situation, often results in a shortfall in receipts relating to covering the cost of an activity.

2.0 Aim:

- 2.1 To provide a fair and equitable refund system.

3.0 Definition:

- 3.1 Exceptional circumstances: non-medical circumstances that prevent a student from attending an activity. These include bereavements, national or international representation in sporting or cultural pursuits, and religious observance. Family holidays or appointments are not considered to be exceptional circumstances.

4.0 Implementation:

- 4.1 Refund circumstances - refund will only be considered under the following circumstances
- If a refund is required due to changing schools the date of date of cessation will be the date of receipt of an "Exit Form" or equivalent written advice
 - If the refund is the result of sickness or accident, claims for reimbursements must be made in writing within 2 weeks after the event and supported by a medical certificate
- 4.2 Detailed refund rules:
- Non refund items include:
 - Donations to voluntary contributions: such as First Aid or Library
 - Deposits for camps where the school has outlaid expenses that it cannot recoup
 - Camp fees if the student does not attend and does **not** provide a medical certificate
 - Camp fee if a parent/guardian does not provide the school with written notice that their child will not be attending at least four weeks prior to the camp
 - Monies paid for any activity which a student does not attend and for which a medical certificate has not been provided, or exceptional circumstances established
- 4.3 Refundable items include:
- Pro rata refund:
 - Subject charge refunds will be made on a pro rata basis and will not be made for any part of any term in which the student has attended the school, no matter the duration of attendance in that term. (For example, a student departing at any point in Term 2 having paid the whole year's fees in advance, will be refunded for Terms 3 & 4)
- 4.4 Camp fees:
- If the student does not attend camp, with parent's written notice received a minimum of four weeks before the event, the camp fee excluding deposit may be refunded. At least two weeks' notice is to be given and accompanied by a medical certificate if withdrawal is due to illness and only after any other outstanding payments have been made, otherwise no refund is possible.

5.0 Summary

Payment Type	Refund Policy
Education	Pro rata per "unused" term
Donation	No
Excursion	Yes, prior to payment due date. No, after payment due date.
Incursion	Yes, prior to payment due date. No, after payment due date.
Camp	Deposit: No, if school has incurred non-refundable costs. Balance of payment: Yes, prior to payment due date. No, after payment due date (except in medical or exceptional circumstances).
Lunch Order	No
School Hat	No

6.0 Evaluation:

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

Review Date: June 2018

This policy was last ratified by School Council in: **June 2017**