



## 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 - refunds will only be considered under the following circumstances

- If a refund is required due to changing schools the 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 fee (less the deposit) if the student does not attend and does **not** provide a medical certificate
  - Camp fee (less the deposit) if a parent/carer 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:
  - Curriculum 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 a student is not going to attend camp and payments have been received, the school requires parent/carer's written permission to be submitted to the Principal a minimum of four weeks before the event for a refund to be considered. The camp fee excluding deposit may be refunded.

- Notice is to be given as soon as possible for withdrawal from camp for medical reasons. A medical certificate is to be provided to the school within two (2) weeks of the commencement date of the camp with a written request for a refund consideration, otherwise no refund is possible. Deposits will not be refunded.

## 5.0 Summary

| Payment Type | Refund Policy   |
|--------------|---|
| Education    | Pro rata per “unused” term  |
| Donation     | No  |
| Excursion    | Yes, if you notify the school in writing with a minimum of 2 weeks’ notice prior to the closing date of the event.<br>Yes, if you produce a medical certificate or exceptional circumstances are approved.<br>No, in all other circumstances.   |
| Incursion    | Yes, if you notify the school in writing with a minimum of 2 weeks’ notice prior to the closing date of the event.<br>Yes, if you produce a medical certificate or exceptional circumstances are approved.<br>No, in all other circumstances.   |
| Camp         | Deposit: No, if school has incurred non-refundable costs.<br>Balance of payment:<br>If you notify the school in writing with a minimum of 4 weeks’ notice prior to the closing date of the camp, or if you produce a medical certificate or exceptional circumstances are approved the Principal will determine whether a refund is possible.<br>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: March 2020

This policy was last ratified by School Council in: **March 2019**