ECHUCA SOUTH PRIMARY SCHOOL

PARENT REFUND POLICY

Rationale:

The school must ensure that excursions/camps/visiting groups do not run at a loss and as a result incur costs to the school.

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 is able to be given.
2. Where a ‘per head’ fee is charged refunds are able to be given.
3. Where there is a combination of a bulk charge and a ‘per head’ charge in an excursion or camp, e.g. visit to a museum. The bus charge is a bulk cost. The entry fee is a ‘per head’ cost. Only the ‘per head’ component can be refunded.
4. Where the school outlays a booking fee to secure a booking the booking fee will not be refunded if the camp or excursion is cancelled, postponed or a child does not attend for any reason.
5. Refunds will only be given when requested in writing within 21 days of the excursion taking place or the commencement of the camp or if requests given with a medical certificate up to the day prior to camp.
6. The Principal will have the capacity to view special circumstances on an individual basis.

This policy was last ratified by School Council in... February 2010
Reviewed 2014, next review 2017