

HARTWELL PRIMARY SCHOOL REFUND POLICY

Rationale:

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. In order to keep costs to parents at a minimum an estimate of the number of students attending is made prior to determining the initial overall cost of the activity.

Aims:

To provide a fair and equitable refund system

Implementation:

- 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.
- Where a “per head” fee is charged refunds are able to be given subject to discretion ie. a Doctor’s certificate must accompany a request for refunds due to illness. Where there is a combination of a bulk charge and a “per head” charge in an excursion e.g. visit to a zoo, the bus charge is a bulk cost and entry fee is per head cost. Only the “per head” component is able to be refunded.
- All claims for consideration for reimbursements must be made in writing within 14 days of the event.
- The Principal will have the capacity to view special circumstances on an individual basis.
- Points 3 and 4 to be included on all excursions/camps/visiting groups/services notices where there are charges.
- Where the supplier nominates a minimum period of cancellation or a cancellation fee in the event of a program being cancelled, associated costs will not be refundable.

Evaluation:

- This policy will be reviewed as part of the school’s three-year review cycle.

This policy was last ratified by School Council on 18th February 2013