

# Refund Policy 2017



## PHILOSOPHY

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.

## 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.
- Where there is a combination of a bulk charge and a “per head” charge in an excursion e.g. visit to a zoo. Bus charge is bulk cost. Entry fee is per head cost. Only the “per head” component is able to be refunded.
- Deposits paid for school camps will be non-refundable unless cancelled by the school.
- All claims for reimbursements must be made in writing within 14 days of the event.