



# PARENT REFUND POLICY

## Purpose

To ensure 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 ensure staff and families are aware of the eligibility for a refund
- To ensure staff are aware of the process to follow in the event of a request for a refund

## Procedures

School activities such as (but not limited to) incursions, excursions, camps and purchases must be paid for prior to the event, and be accompanied by a signed parent authority where appropriate. Refunds are all subject to the discretion of the Principal on a case by case basis, and usually follow the guidelines below.

### Essential education items

Refunds are not available for payments made for essential education items that are retained by the student.

### Camps, excursions and incursions

- 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.
- Refunds are not available when the school will be out of pocket
- Refunds may be available when the school receives a credit from a third party provider involved in the camp or excursion.

### Optional education items

As these are usually charged on a user-pays basis, refunds are usually available for payments made for optional education items. The following criteria must be satisfied;

- The student has not participated in the service, or received the item that has been paid for.
- The school in turn receives a credit for payments where a third party is involved)
- The school is not out of pocket for any expenses

### Voluntary financial contributions

Refunds are all subject to the discretion of the Principal on a case-by-case basis, and usually follow the guidelines below.

- Refunds can be provided on a pro-rata basis if a student ceases to be enrolled at Glenallen School. A written request for refund should be directed to The Principal.

## General

1. Authorised refunds will be provided as a credit to the family's account and parents may deduct the amount from any invoices they are required to pay including the following year's contributions.
2. The Principal will have the capacity to view special circumstances on an individual basis.



### References

<http://www.education.vic.gov.au/Documents/school/teachers/management/fmvgsection10.pdf>

### Evaluation

This Policy will be reviewed as part of the school's annual review cycle.

This Policy was ratified at School Council Meeting \_\_\_\_\_ **8<sup>th</sup> December 2020**  
School Council Approved – President

Endorsed by School Council \_\_\_/\_\_\_/\_\_\_