



"Small School, Big Opportunities"
Kindness, Cooperation, Resilience, Respect

Tarwin Lower Primary School

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Parent Refund Policy

Rationale:

To ensure there is a fair and equitable refund system in place at Tarwin Lower Primary School following payment for camps, excursions, incursions, essential student learning items and extra-curricular activities which have not been fully accessed. To be read in conjunction with Parent Payments Policy.

Aims:

This policy is developed to provide guidelines and outline circumstances in determining eligibility for a full or part refund for charges paid to the school for essential student learning items, materials, camps, excursions and extra-curricular activities and to ensure that the provision of optional services do not incur direct costs to the school.

Guidelines:

- All refunds requests must be made in writing.
- A request for a refund does not automatically equate to a full refund of monies paid.
- The policy will ensure that the provision of optional services (i.e. camps, excursions) do not incur direct costs to the school

Essential Student Learning Items:

- Where payment has been received for the essential student learning items and the student is exiting the school, a pro-rata refund dependent on the number of terms the student has been enrolled at the school for may be applicable.
- No refund is available for material kits/material charges where the costs have been incurred for the project or the student has taken ownership of the materials/project, i.e. workbooks, pencils, etc.

Optional Items:

- Students withdrawing from camps, excursions and extra-curriculum activities will not automatically be entitled to a refund.
- A refund (less any non-refundable deposit) will be payable to the parent/guardian if the Principal deems the withdrawal from the activity is due to unavoidable circumstances i.e. illness. Proof may be required e.g. medical certificate.
- Where the school is charged a 'group fee' as opposed to a 'per head fee', a refund cannot be calculated until all costs associated with the camp, excursion or incursion have been met.

Implementation:

- Parent refund Policy is to be communicated to parents via Website.
- Parent/Guardian/Student to complete a Request for Student Refund Form and return to General Office.
- Additional documentation provided by the family to be attached to the Request for Student Refund Form i.e. medical certificate or statutory declaration.
- Family Statement to be attached to Student Refund Form to demonstrate payment.
- Business Manager or Assistant Business Manager to determine what individual costs have been incurred by the school.

- Principal to approve refund.
- Parent or guardian notified if no refund is approved.
- Refund payment is made as per CASES 21 Finance Business Process Guide through the accounts payable process.

Evaluation:

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

This policy was approved by School Council on **11th September 2018**

References: Cases 21 Finance Business Process

Appendix A

REQUEST FOR REFUND

I, _____ parent/carer of _____

In Year _____ request a refund of \$ _____

(Please attach a Medical Certificate if applicable)

Reason for refund :

Parent Payments

Uniform Shop Refund

Other Please specify reason for refund :

I understand and agree that:

1. A refund may not be made to me or be made in full or in part, having regard to the associated expenses already incurred by the school, and the school's refund guidelines provided to me.
2. The school receipt for the original payment is attached / not attached. (Please circle)
3. My details will be kept confidential and will not be used for any other purpose.
4. My refund may be made by direct deposit into my bank account.

BSB: _____

Account name: _____

Account Number: _____

Signature of Parent/Carer

Date

(School Use Only)

Authorised by: Name: _____

Signature: _____ Date: _____

APPROVED Refund Amount: \$ _____

Original Receipt Number: _____

Signature of Principal

Date