



### **Rationale:**

The provision of specialist activities and services for students, (e.g. excursions / camps / incursions, etc.) by the school can, at times, incur direct costs to the school, and cause the school to suffer a financial loss. The school often needs to pay for activities in full, prior to the day an activity is scheduled. Non-attendance by students, and subsequent requests for refunds in this situation, often results in a shortfall in receipts relating to covering the cost of an activity.

### **Aim:**

To provide a fair and equitable refund system.

### **Definition:**

Exceptional circumstances: non-medical circumstances that prevent a student from attending an activity. These include bereavements, national or international representation in sporting or cultural pursuits, and religious observance. Family holidays are not considered to be exceptional circumstances.

### **Implementation:**

Refund circumstances - refund will only be considered under the following circumstances

- If a refund is required due to changing schools the date of date of cessation will be the date of receipt of an "Exit Form" or equivalent written advice
- If the refund is the result of sickness or accident, claims for reimbursements must be made in writing within 2 weeks of the event and supported by a medical certificate

Detailed refund rules:

Non refund items include:

- Donations to the College Building Maintenance Fund
- Deposits for camps where the college has outlaid expenses that it cannot recoup
- Camp fees if the student does not attend and does **not** provide a medical certificate.
- Camp fee if a parent/guardian does not provide the College with written notice that their child will not be attending at least four weeks prior to the camp.
- Withdrawal from VET units after February
- Monies paid for any activity which a student does not attend and for which a medical certificate has not been provided, or exceptional circumstances established

Refundable items include:

- Pro rata refund:
  - Subject charge refunds will be made on a pro rata basis and will not be made for any part of any term in which the student has attended the College, no matter the duration of attendance in that term. (For example, a student departing at any point in Term II having paid the whole year's fees in advance, will be refunded for Terms III & IV);
- Camp fees:
  - If the student does not attend the camp at, with parent's written notice, the camp fee excluding deposit may be refunded. At least four weeks' notice is to be given and accompanied by a medical certificate if withdrawal is due to illness and only after any other outstanding payments have been made, otherwise no refund is possible.
- All refunds will incur a fee of 10% of the total cost of the monies paid for a particular activity

### **Evaluation:**

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

This policy was last ratified by College Council in November 2012.