Refund Policy

Parent Refunds

From time to time students are unable to attend camps or excursions for which they have already paid. If there is a change in circumstances after a deposit or payment has been paid to secure a place for a camp, excursion or activity there is no guarantee of a refund.

Implementation:
If a student is unable to attend an excursion/camp, or other school activity for which parent payment is required, and requests a refund, the following steps must be taken:

1. A letter from the parent, together with a medical certificate (if applicable), is to be addressed to the Business Manager.
2. The Business Manager will consult with the teacher in charge of the activity if it is appropriate to refund part or all of the monies paid.
3. If the family has outstanding debts to the College, contact will be made with them prior to drawing a cheque to discuss offsetting the monies against the debt.
4. If monies have been paid to a third party provider, a refund will not be possible.

If a student changes subjects or exits the College and requests a refund the following steps must be taken:

1. A letter from the parent requesting a refund should be addressed to the Business Manager.
2. The Business Manager will consult with the Principal and ascertain whether a refund or part refund is possible, dependent on materials already provided.
3. If the family has outstanding debts to the College, contact will be made with them prior to drawing a cheque to discuss offsetting the monies against the debt.
4. If it is determined by the College that a refund is to be paid, a cheque will be drawn in favour of the parent.

Evaluation and Review
This policy will be reviewed as part of the College’s review cycle or when new information is provided by DE&T (Department of Education and Training).

This Policy has been ratified by College Council on Wednesday 18th February, 2015.

Council President: ___________________________  Principal: ___________________________