



Refund Policy

CAMPS & EXCURSIONS

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. The College must consider the viability of the activity for other students being compromised and/or the College being financially disadvantaged as determined by the Principal.

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 requesting a refund, 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 payment 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.

EXTRA CURRICULAR elective subject, College magazine, College Production

If a student 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 payment to discuss offsetting the monies against the debt.
4. If it is determined by the College that a refund is to be paid, payment will be made promptly.

EXTRA CURRICULAR – Instrumental Music Program

When a student's enrolment is confirmed in the Instrumental Music Program, parents are requested to commit to their child attending the program for the academic year as staffing is budgeted on the confirmed annual enrolments. As a result, no refunds are possible unless the payment was received prior to the student starting in the IM program for the following year.

VOLUNTARY CONTRIBUTIONS – parents are invited to make voluntary contributions and are therefore non-refundable.

EVALUATION

This policy is to be reviewed annually by School Council to confirm/enhance internal control procedures.

POLICY REVIEW AND APPROVAL

Policy last reviewed	17 th May 2022
Approved by	School Council
Next scheduled review date	May 2023