

# REFUND POLICY

Laburnum Primary School

## Rationale:

The school must ensure that the provision of services for students (i.e. excursions/camps/swimming programs/visiting groups) do not incur direct costs to the school, nor cause the school to run at a loss. We encourage all students to participate in camps and in/excursions.

There will be occasions when students need to withdraw from a camp or in/excursion after they have made payment.

## Aims:

- To provide a fair and equitable refund system.

## Implementation:

- 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 and refundable, refunds are able to be given.
- Where there is a combination of a bulk charge and a per head charge in an excursions e.g. visit to a zoo. Bus charge is bulk cost. Entry fee is per head cost. Only the per head component is able to be refunded.
- Refunds will only be given when requested in writing within 14 days after the event.
- Deposits paid for school camps will be non-refundable unless either cancelled by the school or at the discretion of the Principal.
- The 'Camps and In/Excursion Refund Request' form must be completed for all reimbursements within 14 days of the event. Form available at the general office.
- Refunds will be processed once all outstanding costs are met.
- The Principal will have the capacity to view special circumstances on an individual basis.

## Evaluation:

This policy will be reviewed annually.

*This policy was last ratified by School Council on:*

**March 2017**

# REFUND FORM

## FOR CAMPS INCURSION / EXCURSIONS

NAME: ..... DATE: .....

ADDRESS: .....

PHONE: .....

Please direct credit my account listed below for the amount shown below

BSB Number:	<input type="text"/>	-	<input type="text"/>	(Payment cannot be made if these details are incomplete.)
Account Number:	<input type="text"/>			
Name/s Of Account :	_____			
Bank Name:	_____	Branch Name:	_____	

TOTAL AMOUNT:                   \$ .....

BEING PAYMENT FOR .....

.....

PROGRAM BUDGET AREA: ..... *Office use only*

Code:                   ...../.....                   \$ .....

...../.....                   \$ .....

Requested by : ..... **Signature**

Authorised by : ..... **Principal**

Authorised by:..... **School Council Nominee**