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# Hawthorn West Primary School

## Refund Policy

### **Rationale:**

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.

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.

### **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 Incursion/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.
- Essential Educational item payments will only be refunded if the child exits the school prior to the commencement of Term 2 and partial refunds may be available, following approval from the Principal, should the child exit prior to the commencement of Term 3.
- Parent Voluntary Contribution may be refunded if students leave the school part way through a school year on a proportional basis following approval from the Principal.
- No refund will be available for donations to either the Building Trust or Library Trust Funds.
- Refunds may be allocated in the form of credit, and the parent will have the choice to redirect the credit to a future activity, or request a cheque payment as a refund.
- Any refunds issued by the school must be by cheque, to the parent/guardian and not in the form of cash to the student.

### **Evaluation:**

This policy will be reviewed annually.

This policy was last ratified by School Council on: 16<sup>th</sup> November 2017

# HWPS REFUND FORM FOR CAMPS, INCURSIONS/EXCURSIONS

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

**ADDRESS:** .....

**PHONE:** .....

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

BSB Number: 

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(Payment cannot be made if these details are incomplete.)

Account Number: 

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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**

