

# REFUNDS POLICY

## RATIONALE

Sandringham East Primary School aims to provide a fair and equitable refund system. The school must ensure that the provision of goods and services for students, (i.e. excursions / camps / school levies, etc.) does not incur direct costs to the school, nor cause the school to run activities and events at a loss.

## IMPLEMENTATION

Refunds will ONLY be given under the following circumstances:

- If a refund is required due to **changing schools**, a written application needs to be submitted at least 2 weeks in advance to receive a refund. (*See also – specific refund rules below*).
- In the event that a student is unable to attend a local excursion (excludes overnight activities off school property – camps) due to illness or accident, families may apply for a refund within in 2 weeks of the event. Medical certificates or supporting evidence is to accompany the request.
- Refunds of deposits for overnight activities (camps) held at external venues cannot be refunded. Refunds of other costs associated with overnight activities will be determined through travel insurance terms and conditions. (*See also – specific refund rules below*).

### **Specific refund rules**

- Donations/Voluntary Contributions

Building Fund and Library Fund donations are non refundable as they are tax deductible items. The school cannot under any circumstances refund donations due to tax implications.

All Voluntary Contributions are non refundable

- Exiting Students

Students leaving Sandringham East Primary School to attend a new school are entitled to a pro-rata refund of paid Essential Education Items, determined by the term of exit. (example – a student is exiting 3 weeks prior to the end of term 2 – refund will be for term 3 & term 4.

Paid Stationery packs are non refundable, stationery items will be given to the student when exiting.

Paid in full Key Experiences will receive a full refund of the unused portion.

- Camp (overnight activities off school premises)

Student deposit for school camps are used to pay deposits in advance to secure camps & buses and therefore deposits for camps are non-refundable.

Sandringham East Primary School will include travel insurance for each student. Students who do not attend the camp due to illness, injury or other extenuating circumstances will receive a refund determined by the insurer. You may be required to supply medical certificate or other evidence to support your claim.

- Swimming Programs

If your child is unable to attend due to illness or injury you may request a partial or full refund in writing along with a medical certificate or other supporting evidence.

- Discretionary Refunds

Refunds may be granted at the discretion of the Principal.

## EVALUATION

- It is the responsibility of the school council to monitor the implementation of the policy, identify the factors/measures to be taken into account, such as transparency of processes and engagement with parents.

- This policy is reviewed every **3 years**. The Refunds Policy is not mandated by DET as a local policy, so it the responsibility of the School Council to ensure it is reviewed in consultation with the Business Manager to ensure compliance with DET guidelines.
- This policy will be made available on the school website with an update in the school newsletter notifying the community of its availability.

#### REVIEW CYCLE

This policy was last updated on June 2020.

This policy is to be reviewed every **3 years**.