



PARENT REFUND POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office.

PURPOSE

Gembrook Primary School encourages all students to participate in extra-curricular activities including, camps & excursions. However, the school must ensure that these activities do not run at a loss and as a result incur costs to the school.

There will be occasions when for whatever reason(s), a student needs to withdraw from a program, camp and/or excursion after they have made payment to the school for all or part of that activity.

As Curriculum Contributions and Other Contributions (eg. Building Fund and Grounds Maintenance Fund) are voluntary a refund will only be available at the Principal's discretion.

AIMS:

To provide a fair and equitable refund system for camps, incursions and excursions.

IMPLEMENTATION:

Students withdrawing from:

Camps, Incursions & Excursions:

1. Where no cost is incurred by the school, a full refund shall be payable provided that:
 - the student's place is filled by another student;
 - the school deems the student's withdrawal was unavoidable. e.g. illness
2. A partial refund shall be payable to the student withdrawing when:
 - the school deems the student's withdrawal was unavoidable but has incurred expenses relating to the withdrawal. In such cases, the refund will be the amount paid by the student, less expenses incurred by the school as a result of the withdrawal.
3. No refund will be payable to the student withdrawing when:
 - The school deems the withdrawal was avoidable and has incurred the full costs of the camp or excursion.

Refunds will only be given when requested in writing within 21 days of the excursion taking place or the commencement of the camp.

Where the school makes the decision to cancel a camp or excursion due to insufficient numbers, the amount paid by the student shall be refunded in full.

Where a camp or excursion has to be rescheduled because of Government warnings, e.g. fire danger parents may request a refund of monies paid by them less any funds retained by the Booking Company for the rescheduled trip.

The Principal will have the capacity to view special circumstances on an individual basis.

EVALUATION:

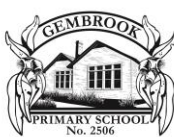
Parents are satisfied with their option to request a refund

The school does not incur costs in running these extracurricular activities.

This policy is for annual review unless otherwise stated.

Policy last reviewed	21/2/2024
Consultation	Staff & School Council
Approved by	School Council
Next scheduled review date	February 2025

Ratified 21.2.2024



Parent request for refund of Camp, Incursion or Excursion Payment.

Refund requests are subject to the Parent Refund Policy

Date:	
Name of Person Making Request:	
Student Name:	
Event :	Title: Date:
Reason for Request:	
Amount Requested:	
Date of Request:	
Reason for Request:	
Bank Details	Account Name: BSB: Account number:
Amount Approved:	
Comments:	
Approved by Principal.	Date:
OFFICE USE ONLY:	
Basis of request:	<div><input type="checkbox"/> Where no cost is incurred by the school, a full refund shall be payable provided that:<ul style="list-style-type: none">the student's place is filled by another student;the school deems the student's withdrawal was unavoidable. e.g. illness</div> <div><input type="checkbox"/> A partial refund shall be payable to the student withdrawing when:<ul style="list-style-type: none">the school deems the student's withdrawal was unavoidable but has incurred expenses relating to the withdrawal. In such cases, the refund will be the amount paid by the student, less expenses incurred by the school as a result of the withdrawal.</div> <div><input type="checkbox"/> No refund will be payable to the student withdrawing when: The school deems the withdrawal was avoidable and has incurred the full costs of the camp or excursion.</div>