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<b>Policy Title</b>	Parent Refund Policy		
<b>Date approved</b>	10/03/2020	<b>Review Date:</b>	10/03/2021
<b>Revision No:</b>		<b>Revision Date:</b>	

### Rationale:

To ensure there is a fair and equitable refund system in place at Reservoir High School following payment for camps, excursions, incursions, essential student learning items and extra-curricular activities which have not been fully accessed.

To be read in conjunction with Parent Payments Policy.

### Aims:

This policy is developed to provide guidelines and outline circumstances in determining eligibility for a full or part refund for charges paid to the school for essential student learning items, materials, camps, excursions and extra-curricular activities and to ensure that the provision of optional services do not incur direct costs to the school.

### Guidelines:

- All refunds requests must be made in writing.
- A request for a refund does not automatically equate to a full refund of monies paid.
- The policy will ensure that the provision of optional services (i.e. camps, instrumental music) do not incur direct costs to the school

### Essential Student Learning Items:

- Where payment has been received for the essential student learning items and the student is exiting the school, a pro-rata refund dependent on the number of terms the student has been enrolled at the school for may be applicable.
- Students changing subjects may be eligible for a refund for essential student learning items fees if changing between subject units, i.e. between Semester 1 & 2 and remaining at the school.
- No refund is available for material kits/material charges where the costs have been incurred for the project or the student has taken ownership of the materials/project, i.e. woodwork, food tech.

### Optional Items:

- Students withdrawing from camps, excursions and extra-curriculum activities will not automatically be entitled to a refund.
- A refund (less any non-refundable deposit) will be payable to the parent/guardian if the Principal deems the withdrawal from the activity is due to unavoidable circumstances i.e. illness. Proof may be required e.g. medical certificate.
- Where the school is charged a 'group fee' as opposed to a 'per head fee', a refund cannot be calculated until all costs associated with the camp, excursion or incursion have been met.

### Implementation:

- Parent refund Policy is to be communicated to parents via Website.
- Parent/Guardian/Student to complete a Request for Student Refund Form and return to General Office.
- Additional documentation provided by the family to be attached to the Request for Student Refund Form i.e. medical certificate or statutory declaration.
- Family Statement to be attached to Student Refund Form to demonstrate payment.
- Business Manager to determine what individual costs have been incurred by the school.
- Principal to approve refund.
- Parent or guardian notified if no refund is approved.
- Refund payment is made as per CASES 21 Finance Business Process Guide through the accounts payable process

**Evaluation:**

This policy will be reviewed as part of the school's three-year review cycle.

**References:**

Cases 21 Finance Business Process