



Falls Creek Primary School

Refund Policy

Purpose

The purpose of this policy is to explain to our school community the policy and process for refunds to parents for monies paid to the school for Essential Student Learning Items or Optional Items such as camps, excursions and the Snowsports Program.

Policy

Falls Creek Primary School can request payment for Essential Student Learning Items that students take temporary or permanent possession of, and activities such as excursions or sport that all students are expected to attend. The school can also request payment for items, activities or services that are optional and are offered in addition to the standard curriculum.

Charges for excursions, camps and extra-curricular activities are calculated on a cost recovery basis according to the number of students who have indicated their attendance and, in the case of Snowsports competitions, the level of participation.

As the school budget cannot meet any shortfalls in funding for an excursion, camp or activity due to the subsequent non-participation, or partial participation, of a student who had previously indicated attendance of the activity, fees already paid may be refunded in full or in part or not at all, having regard to the associated expenses incurred and the circumstances of the non-participation.

Where no cost is incurred by the school, a full refund shall be payable when the school deems the student's withdrawal, or partial participation, was unavoidable, eg. due to accident or illness.

A partial refund of any camp or excursion payment shall be payable when the school deems the student's withdrawal, or partial participation, was unavoidable, but has incurred unrecoverable expenses relating to the camp or excursion. In such cases, the refund will be the amount paid by the student, less the unrecoverable expenses incurred by the school.

No refund of camp or excursion payment will be payable when the school deems the withdrawal, or partial participation, was avoidable and has incurred the full costs of the camp or excursion.

In an instance where the school has charged parents for Essential Student Learning Items, and a student leaves the school during the year, a refund will be calculated, if requested, for items for which the student has not yet taken possession.

Refunds will only be given when requested in writing within 21 days of the student leaving Falls Creek Primary School, the commencement of the camp or excursion, or the date of withdrawal from an activity such as the Snowsports Program.

A request for refund should be made using the Refund Request Form attached in **Appendix A**, with the original receipt attached.

In the case of a refund being requested and approved, a credit against outstanding or future charges will be made in the first instance. Should there be no outstanding or future charges, a refund will be provided by direct deposit to the family. No cash refunds will be made under any circumstances.

COMMUNICATION

This policy will be communicated to our school community in the following ways;

- Available publicly on our school's website
- Hard copy available from school administration upon request

Further information and resources

- [Internal Control for Schools](#)
- DET School Policy and Advisory Guide: [Parent Payments](#)
- [Policies – Falls Creek Primary School](#)
 - Parent Payment Arrangements
 - Excursion and Camps Policy
 - Incursion and External Providers Policy
 - Interschools Snowsports Policy

POLICY REVIEW AND APPROVAL

Policy last reviewed	19 th July 2021
Approved by	School Council
Next scheduled review date	July 2024

Appendix A:

FALLS CREEK PRIMARY SCHOOL

REFUND REQUEST FORM

Student's name: _____

Camp/excursion/activity: _____

Amount paid: _____

Refund amount requested: _____

Reason for Refund: _____

Medical certificate attached: Yes / No

Original receipt number (please attach): _____

I understand and agree that:

1. A refund may not be made to me or be made to me in full or in part, having regard to the associated expenses already incurred by the school, and the school's refund guidelines provided to me.
2. Should the refund be approved, a credit against outstanding or future charges will be made in the first instance. Should there be no outstanding or future charges, a refund will be provided by direct deposit. No cash refunds will be made under any circumstances.

BSB: _____

Account number: _____

Account name: _____

Name of parent/carer: _____

Signature of parent/carer: _____ Date: _____

School Use Only

Authorised by: Name: _____

Signature: _____ Date: _____

Approved refund amount: _____

Refund processed: _____ Date: _____