



GEELONG EAST PRIMARY SCHOOL

PARENT REFUND POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Geelong East Primary School on 03 5248 4885

PURPOSE

- To ensure Geelong East Primary School encourages all students to participate in extracurricular activities including attendance at camps and excursions which is highly beneficial for students and provides opportunities for particular learning experiences that cannot be gained in the classroom.
- To provide a facility for the reimbursement of payments if a student (for whatever reason) needs to withdraw from an activity after they have made payment to the school for all or part of that activity.
- Geelong East Primary School must ensure that the provision of services for students, i.e. excursions / camps / visiting groups / services) do not incur direct costs to the school, nor cause the school to run at a loss.

SCOPE

To provide a fair and equitable refund system. This policy is to provide guidelines to assist in determining eligibility for a full or part refund for charges paid to the school for essential education items, materials, camps, excursions and extra-curricular activities. The policy will also ensure that the provision of optional services (i.e. camps) for students do not incur direct costs to the school.

POLICY

- All refund requests must be made in writing within 14 days of the event or student exit from the school
- A request for a refund does not automatically equate to a full refund of monies paid
- If the family has outstanding charges to the school, any refund deemed appropriate will be offset against these outstanding charges.
- When required, payment of refunds will be made via direct deposit into a nominated bank account. No cash refunds will be given.
- The policy will ensure that the provision of optional services (i.e. camps, instrumental music) do not incur direct costs to the school
- The Principal will have the capacity to view special circumstances on an individual basis.

Implementation

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. For example, a student departing at any point in Term 2 having paid the whole year's fees in advance, may be refunded for Terms 3 & 4.

Optional Items

- Students withdrawing from camps, excursions and extra-curriculum activities will not automatically be entitled to a refund.
- Refunds will only be processed once all outstanding costs are met.
- A refund (less any non-refundable deposit) may 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 for the provision of a program or service as a bulk cost and not per head cost, no refund/credit is able to be given.
- Where there is a combination of a bulk charge and a 'per head' charge for an excursion, incursion or activity, only the 'per head' component may be refunded upon request.

Voluntary Financial Contributions

Donations and voluntary financial contributions are non-refundable

POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2023
Consultation	Staff through email Administration meetings on processes School Council meeting
Approved by	Principal and School Council Date of meeting presented – 13/06/2023
Next scheduled review date	June 2024 or this policy will be updated if significant changes are made that require a revision.