



## **REFUND POLICY 2020**

### **PURPOSE**

#### **Refunds for Student Charges**

1. Essential and Optional charges including Elective & School Contributions Charges:
  - Fully refundable if paid in the preceding year and student does not commence at the school
  - Pro-rata, based on the exit date per term
  - nil refund after commencement of term 4

#### **Camps & Excursions Refunds**

The following clause will be included on all Camp Notices:

***“Due to planning and advance payment to confirm bookings a medical certificate should be supplied for the period of the camp before a refund will be considered.***

***The amount of the refund will depend on whether a non-refundable deposit has been paid to the supplier and if a replacement has been found to attend the event.”***

The following clause will be included on all Excursion Notices:

***“Due to planning and advance payment to confirm bookings, a medical certificate should be supplied for the day before a refund will be considered. The amount of the refund will depend on whether a non-refundable deposit has been paid to the supplier and if a replacement has been found to attend the event.”***

#### **Music Theory and Instrumental Music Charges**

The following clause will be inserted on all Music Levy notices:

***“Tuition is for a full academic year. Any request to discontinue learning an instrument should be made in writing from the Parent to the Director of Music. Should this occur during Semester 1, only Semester 2 charges will be refunded. Should this occur during Semester 2, there will be no refund.”***

All refunds should be requested in writing to the Business Manager for consideration.

Keysborough Secondary College encourages all students to participate in extra-curricular activities including attendance at camps and excursions.

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

Keysborough Secondary College must ensure that the provision of services for students (i.e. excursions/incursions/camps etc.) do not incur direct costs to the school, nor cause the school to run at a loss.

**AIMS:**

To provide a fair and equitable refund system.

**IMPLEMENTATION:**

Students withdrawing from an activity will not automatically be entitled to a refund.

- Where the school is charged for the provision of a program or service as a bulk cost and not a 'per head' cost, no refund will be given.
- Where a 'per head' fee is charged, refunds may be given.
- Refunds may be considered under special circumstances and at the principal's discretion. If student is sick, a medical certificate must be provided a day before the event.
- Deposits paid for school camps and swimming will be non-refundable unless cancelled either by the school or at the Principal's discretion.
- The 'Camps and Excursion Refund Request' form must be completed for all reimbursements within 14 days of the event. Form is available from the office.
- Refunds will be processed once all outstanding costs are met.

**EVALUATION**

This policy will be reviewed annually by School Council to confirm/enhance internal control procedures. Proposed amendments to this policy will be discussed with Finance Committee and School Council.

**REVIEW CYCLE**

This policy was last reviewed and approved by school council on 18<sup>th</sup> February 2020 and is scheduled for evaluation and review in February 2021.

Signed:

  
John Baston, Principal

Signed:

  
Carol Williams, School Council President

This policy was last ratified by School Council

18<sup>th</sup> February 2020

Date to be reviewed:

February 2021

# KEYSBOROUGH SECONDARY COLLEGE CAMPS AND EXCURSIONS REFUND REQUEST

Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Student's ID No. \_\_\_\_\_

Home Group: \_\_\_\_\_

Camp / Excursion: \_\_\_\_\_

Amount Paid: \$ \_\_\_\_\_

Reason for Refund:

.....  
.....  
.....  
.....

Parent's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

---

---

**Office Use Only:**

Approved:       Yes                       No

Refund Amount:      \$ \_\_\_\_\_

Authorised by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_