

Cairnlea Park Primary School	200 School Management	Page 1:1
Policy Manual	210 Refund Policy	Date: 9/15

Description

Cairnlea Park Primary School on occasion conducts activities that require parent payment in order for a student to participate. These activities are part of the school curriculum, but are not funded by the DET, and come under the categories described in the *Parent Payments in Victorian Government Schools Policy 2008*.

On occasions, a parent may request a refund for a payment made where their child does not participate in the activity for a variety of reasons.

Aims

- ❑ To ensure that refunds are paid where appropriate.
- ❑ To ensure that all requests for refunds are treated equitably and fairly.

Implementation

- ❑ All requests for refunds are to be considered on individual merit by the Principal/Assistant Principal and Business Manager.
- ❑ Activities that require a deposit fee to be paid such as camps must have a non refundable deposit per student to enable the booking to be confirmed and planning to occur. Parents must be informed if there is a non-refundable deposit before payments commence.
- ❑ No refunds will be paid unless the activity is cancelled, the student leaves the school or a medical certificate is provided.
- ❑ Requests for refunds must be in writing.
- ❑ Refunds will be paid by Electronic Funds Transfer.
- ❑ Refunds will be paid only after all expenses for the particular activity have been met.

Evaluation

The Refund Policy will be reviewed as part of the four year policy review cycle, or as required.