Purpose:

To ensure that the provision of services for students, (i.e. excursions/incursions/camps/services) do not incur direct cost to the school, nor cause the school to run at a loss, whilst maintaining a system that is responsive to individual activities.

Guidelines:

- Parents will be made aware of the refund policy. A copy of the policy will be attached to the Excursion Levy note which is distributed at the beginning of each year.
- 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 is able to be given.
- Where a per-head fee is charged, refunds are able to be given in most cases.
- Where there is a combination of a bulk charge and a per-head charge in an excursion or camp e.g. visit to a museum, the charges are as follows: the bus charge is a bulk cost; the entry fee is per head cost. Therefore only the per-head component can be refunded.

Implementation:

- Refunds will only be given when requested in writing within 21 days of the excursion taking place or the commencement of the camp.
- Refunds for camps can only be made if enough notice is given and depends on the venue policy.
- Refunds cannot be made for part of a swimming program or lessons missed.
- The Principal will have the capacity to view special circumstances on an individual basis.

Evaluation:

This policy will be reviewed as part the schools four-yearly cycle of policy review, or sooner if required.