



## Refund Policy for Camps, Excursions and Incursions

### **Purpose:**

- Chewton Primary School encourages all students to participate in extracurricular activities including camps and excursions.
- There may be occasions when a student needs to withdraw from an activity after a payment has been made to the school.
- The school budgets for activities based student numbers and often deposits or full costs are paid to the service provider or program in advance. Non-attendance by students, with requests for refunds can result in the school incurring a loss.

### **Aim:**

- To provide a fair and equitable refund system.

### **Implementation:**

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

### Points that will be considered will be:

- If the school has been charged for the program or service as a bulk cost and not 'per head', no refund will be given.
- Where a 'per head' fee has been charged, a refunds will be provided.
- Where there is a combination of a bulk and per head charge, only the 'per head' charge will be refunded.
- Camp costs, **excluding the deposit**, will be refunded **if supported by a medical certificate** with the school incurring any loss for this event.
- Payment for the school swimming program will not be refunded unless the program has been cancelled by the school. This applies to pool entry fee only as the school pays other associated costs.
- There is always an option for the Principal to approve exceptional circumstances for a refund. These may include a bereavement, unplanned cultural or religious events. Family holidays **will not** be considered as an exceptional circumstance.
- Refunds are always subject to the discretion of the Principal on a case by case basis following the points considered above.

### **Evaluation:**

This policy will be reviewed **annually** as part of the schools internal control procedures.

**Approved School Council: 30/8/2018**