



Yarraman Oaks Primary School

REFUND POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact 13 14 50

PURPOSE

Yarraman Oaks Primary School 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. Yarraman Oaks 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.

AIM

This policy is to provide a fair and equitable refund system.

POLICY

- 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.
- Where there is a combination of a bulk charge and a 'per head' charge in an excursion (e.g. a visit to the zoo where the bus charge is bulk cost and the entry fee is a 'per head' cost) only the 'per head' component can be refunded.
- Refunds may be considered under special circumstances and at the principal's discretion.
- Payments for school camps and swimming will be non-refundable unless either cancelled by the school or at the Principal's discretion. All requests to be in writing.
- All requests for refunds must be made within 14 days of the event date. The Official Payment Requisition form must be completed for all reimbursements, the form is available from the office.
- Refunds will be processed once all outstanding costs are met.

COMMUNICATION

This policy will be communicated to our community in the following ways:

- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Made available on the school website
- Available for viewing at the office



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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 the Leadership Team, Finance subcommittee or School Council.

POLICY REVIEW AND APPROVAL

Policy last reviewed	November, 2022
Approved by	School Council
Next scheduled review date	This policy will be reviewed as part of the School Council tasks for the beginning of the year.