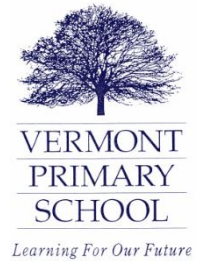


**Vermont Primary School and Kindergarten
and Out of School Hours Care
Refund Policy**



Rationale:

Vermont 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.

Vermont Primary School must ensure that the provision of services for students (ie excursions / camps / visiting groups / services) do not incur direct costs to the school, nor cause the school to run at a loss. Parent requests for refunds are subject to the discretion of the school and made on a case-by-case basis, taking into consideration whether a cost has been incurred, the Department's Parent Payment Policy and Guidance, Financial Help for Families Policy and any other relevant information

Aims:

To provide a fair and equitable refund system.

Guidelines:

All requests for refunds must be made in writing.

A request for a refund does not automatically equate to a full refund of monies paid.

- Where the school, kindergarten or OSHC is charged for the provision of a program, activity 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 (eg 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.
- For refunds in relation to a school run on-site holiday program, a medical certificate will be required to be supplied within 24 hours; however, refunds **will not be given for incursion and excursion days.**
- Refunds will be processed once all outstanding costs are met. Refunds may be used against other school costs or may be refunded to the parent's bank account if all other outstanding costs have been paid.

Implementation

- Parent refund policy is to be communicated to parents via the school's website
- Additional documentation may be required to support the refund request (eg: medical certificate)
- Principal/ Business Manager to approve refund
- Refunds are to be processed as per the CASES21 Finance Business Process Guide

Review

This policy will be reviewed in accordance with Departmental Guidelines on a yearly cycle with a yearly update.