

Refund Policy

Purpose

Davis Creek Primary School charges families for a range of educational activities including essential educational items, excursions, incursions and camps. There will be instances when parents will ask for refunds of payments for a range of reasons (e.g. illness, withdrawal from the activity, leaving the school). To outline the process of applying for a refund of a family payment received by the school to ensure that the process of applying for a refund is straightforward; understood before any payments are made and to ensure that the payment of the refund does not disadvantage the school in any way.

Definitions

- The payment refers to monies received by the school for an activity, item or an event which did not occur; unless charges incurred by the school or any outstanding Levies;
- The school refers to Davis Creek Primary School;
- Levies refers to the costs listed as the Parent Payment Essential Items provided to parents each year.

Implementation

Implementation and approval is the responsibility of the Principal or their delegate. Refunds of any payment paid in advance may be made where:

- A student ceases attendance at the school;
- A student does not participate in any specific event or program for which a specific charge is payable; or in such other cases as fair and equitable treatment warrants. Such decision to be at the sole discretion of the Principal or School Council.

Where a student ceases attendance at the school, the following principles shall apply:

- The date of cessation will be the date of receipt of an “Exit Form” or equivalent advice;
- Refunds will not be made for any part of any Term in which the student has attended the school, no matter the duration of attendance in that term. (For example, a student departing in Term 1 having paid the whole year’s levies in advance, will be refunded for Terms 2, 3 and 4; unless stationery consumables were already taken in Term 1).

Where a refund is requested in respect of a specific activity, such as a one off event or a continuing program, a full refund will be made where all levies have been paid, and:

- The activity has been cancelled by the school; or
- The school will not incur any loss due to it not having yet committed to any cost in respect of the activity, being able to obtain a full refund of any money outlaid, or being able to find a replacement attendee to the activity to meet the attendance cost (eg camp).
- Where the school has incurred unrecoverable expenses, a pro rata share of these expenses may be deducted from any refund payable due to a student withdrawing, or being withdrawn, from the activity (eg a pro rata contribution to the cost of a bus to the activity may be retained, with the entry fee being refunded).
- Refunds will only be processed upon the Parent/Guardian completing a Request for Refund Form.

Further Resources

Parent Payment Policy
Request for Refund Form.

Review Cycle

Review	Policy No.	Version No.	Date Produced
Nov 2022	36	1	Nov 2020

Request for Refund Form

Student Name: _____

Class: _____

Refund For: _____

Amount: \$ _____

Reason for Refund Request (i.e. illness):

Date Requested: _____

Bank Account Details

Account Name:	
Bank Name:	
BSB:	
Account Number:	
Signature	

Office Use Only

Office use only

Family code: _____

Fee Code: _____

Amount Refunded: \$ _____

Prepared by: _____ (signature)

Approved by: _____ Philip Fox (Principal)