

Refund Policy

PURPOSE

Davis Creek Primary School charges families for a range of educational activities including essential educational items, excursions, incursions, swimming 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). This policy was created to outline the process of applying for a refund of a family payment received by the school to ensure that the process 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 were incurred by the school
- The school refers to Davis Creek Primary School

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 if:

- 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a pro rata share of these expenses may be deducted from any refund payable due to a student withdrawing, or being withdrawn, from the activity (eg a pro rata contribution to the cost of a bus to the activity may be retained, with the entry fee being refunded).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.

POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2022
Approved by	Principal, School Council
Next scheduled review date	June 2024

Request for Refund Form

Student Name: _____

Class: _____

Refund For: _____

Amount: \$_____

Reason for Refund Request

- School Cancellation.
- Medical (provide copy of certificate).
- Parent Choice (provide details) _____

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)