

## 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a pro rata share of these expenses may be deducted from any refund payable due to a student withdrawing, or being withdrawn, from the activity (eg a pro rata contribution to the cost of a bus to the activity may be retained, with the entry fee being refunded).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 within 30 days of payment being received by the school or such decision to be at the sole discretion of the Principal or School Council.

### POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2024
Approved by	Principal, School Council
Next scheduled review date	August 2025

## 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

<b>Office use only</b>	
Family code:	_____
Fee Code:	_____
Amount Refunded:	\$_____
Prepared by:	_____ (signature)
Approved by:	_____ Philip Fox (Principal)