

## REFUND POLICY

### **RATIONALE**

All schools are required by DET to maintain effective Financial Controls to minimise the chance of incurring unnecessary loss of money. Amsleigh Park Primary School is unable to accept financial responsibility when a child is absent from any activity that has been paid for by the family. Through this policy we aim to provide clarity to the school community regarding requests for the refund of any money paid by families for: Excursion/Incursion prepayments; Interschool Sport prepayments; Essential Educational Items; Voluntary Contributions; School Programs; ICAS Competitions and Special Events.

### **GOALS**

- To ensure clear understanding of the schools refund policy
- To ensure that the school minimises the chance of incurring any financial loss
- To inform the school community about the;
- Payments that cannot be refunded
- Payments that can be refunded
- Process of requesting a refund

### **GUIDELINES**

- The Department of Education and Training (DET) requires that all schools should not incur any financial loss in regard to Incursions / Excursions / Special Events / Essential Educational Items (Student Supplies- Book Box /Bulk Supplies) / prepayments / Camps and/or Interschool Sport.
- A refund will generally not be given if a child does not attend a planned event due to an absence from school.
- Any requests for a refund must be put in writing and addressed to the Principal.
- Once the request has been made, a refund or partial refund will only be considered if the school has not incurred any costs, or part costs, for that particular activity.
- The refund policies of various providers (e.g. bus companies) may impact on the implementation of this policy.
- All refunds must be approved by the Principal. The Business Manager will then be informed of the amount to be refunded and the reason, so this can be entered into CASES 21.

### **Essential Educational Items:**

- *No refunds will be available.* This money makes up a majority of Program Budgets and Program Leaders are directed/encouraged to expend these amounts in Term One. If a child leaves the school during the school year they are able to take all their booklist items with them as these items have been paid for.

### **Excursion / Incursion Prepayment:**

- *No refunds will be available.* If the full amount is not expended for the whole year any remaining funds will be used as a part or full contribution towards any other end of year activities which the prepayment does not cover. If a balance still exists at the end of the school year a refund may be given at the discretion of the Principal.

**Interschool Sport Prepayment:**

- *No refunds will be available.* If the full amount is not expended any balance can be used as a contribution towards another sporting event not covered by this prepayment. (e.g. basketball round-robin, cross-country and athletics).

**Voluntary Contributions:**

- The school asks for voluntary contributions each year.
- A refund may be available at the discretion of the Principal. This will be dependent on the time of year the family leaves the school and whether the amount has already been expended in the budget.

**Other Excursions, camps and activities not covered by Prepayment**

- Generally no refunds will be available for the annual Swimming Program, School Camps, Sleep Over, Special Events, the end of year excursion, ICAS competitions and any special events being run by the Student Representative Council as well as the basketball round-robin, ODSSA District cross-country and District-Zone athletics are all examples of events not covered in the excursion / incursion / Grade 5-6 sport prepayment.
- Refunds will only be available if the provider itself is willing to adjust its invoice based on actual student attendance. E.g. If a child does not attend a school camp and the camp is willing to refund the cost to the school we will then pass this refund back to the family.
- No refunds will apply for transport services provided e.g. buses, as these costs are based on an expected number of students attending.

**ACHIEVEMENT MEASURES**

- CASES 21 Finance reports showing total refunds.

**Status:** Reviewed July 2015

**Ratified:** August 2015

**Next Review:** August 2018

**CERTIFICATION**

This policy was endorsed by School Council at the meeting held on Monday 24<sup>th</sup> August, 2015

Signed: Michael Cormick  
**Principal**

Signed: Gregory Dellas  
**School Council President**