



# Guthrie Street Primary School Refund Policy

## RATIONALE

The school must ensure that the provision of services for students, (i.e. excursions/ camps/ visiting groups/ services) does not incur direct costs to the school, nor cause the school to run at a loss.

## AIMS

- To provide a fair and equitable refund system

## IMPLEMENTATION

- Where the school is charged for the provision of a program or service as a bulk cost and not per head cost, no refund/credit is able to be given.
- Where a 'per head' fee is charged refunds/credits are able to be given with proof of a Medical Certificate except if the event is governed by the number of instructors required – eg swimming.
- Initial booking deposits paid for school camps will be non-refundable unless cancelled by the school.
- All claims for reimbursements must be made in writing within 7 days of the event, and where non-attendance is due to medical reasons, a medical certificate must accompany the claim letter.
- No cash refunds can be given. All refunds will be via direct debit to a nominated bank account on request.
- PFA events held at school eg: Movie Night, Father's Day Breakfast, Girl's Night Out etc - are non-refundable once the event has occurred.
- PFA events held outside of the school eg: Parent's Night etc - where catering, venue hire & other upfront costs are involved are non-refundable.
- The Principal and Business Manager will have the capacity to view special circumstances on an individual basis.

## EVALUATION

This policy will be reviewed annually by School Council to confirm/enhance internal control procedures.

Ratified Date: 14<sup>th</sup> February 2019

Review Date: 14<sup>th</sup> February 2020