

REFUND POLICY

Rationale

To provide a fair and equitable refund system for parents, whilst ensuring that the provision of services, excursions, camps, visiting groups etc. should be cost neutral to the School.

Implementation

1. Where the School is charged for the provision of a program or a service as a bulk fee and not a per head fee, no refund is able to be given.
2. Where a per head fee is charged, refunds may be given when the costing is in the control of the School.
3. Where there is a combination of a bulk fee and a per head fee, only the per head component is able to be refunded. For example, for a zoo visit, the bus charge is a bulk fee whereas the entry fee is a per head fee.
4. Refunds will only be given when requested.
5. Other refunds may be given at the Principal's discretion.

Evaluation

This policy will be reviewed as part of the School's three year review cycle.