



**SPRINGSIDE WEST SECONDARY COLLEGE**

**REFUND POLICY**

**Ratified by School Council**

**October 2018**

### **RATIONALE**

Springside West Secondary College encourages all students to participate in extra-curricular activities including attendance at camps and excursions. There will be occasions when for whatever reason(s) a student needs to withdraw from an activity after they have made payment to the school for all or part of that activity. Springside West Secondary College must ensure that the provision of services for students (ie excursions / camps / visiting groups / services) do not incur direct costs to the school, nor cause the school to run at a loss.

### **AIM**

To provide a fair and equitable refund system.

### **GUIDELINES FOR IMPLEMENTATION**

Students withdrawing from an activity will not automatically be entitled to a refund.

- Where the school is charged for the provision of a program or service as a bulk cost and not a 'per head' cost, no refund will be given.
- Where a 'per head' fee is charged, refunds may be given.
- Where there is a combination of a bulk charge and a 'per head' charge in an excursion (eg a visit to the zoo where the bus charge is bulk cost and the entry fee is a 'per head' cost) only the 'per head' component can be refunded.
- Refunds may be considered under special circumstances and at the principal's discretion.
- Deposits paid for school camps will be non-refundable unless either cancelled by the school, a medical certificate is provided or at the Principal's discretion.
- The 'Camps and Excursion Refund Request' form must be completed for all reimbursements within 14 days of the event. Form is available from the office.
- Refunds will be processed once all outstanding costs are met.

### **EVALUATION**

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



## CAMPS AND EXCURSIONS REFUND REQUEST

Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Homegroup: \_\_\_\_\_

Camp / Excursion: \_\_\_\_\_

Amount Paid: \$ \_\_\_\_\_

Reason for Refund:

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Authorised By: \_\_\_\_\_

Signature: \_\_\_\_\_

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### Office Use Only:

Approved:       Yes                       No

Refund Amount:      \$ \_\_\_\_\_

Authorised by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_