



Springside West Secondary College

REFUND POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Springside West Secondary College, 8357 7100.

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.

Policy last reviewed	October 2018
Approved by	John Goodman – June 2024
Next scheduled review date	Before October 2021



CAMPS AND EXCURSIONS REFUND REQUEST

Date: _____

Student's Name: _____

Homegroup: Camp / _____

Excursion: Amount _____

Paid: \$ _____

Reason for Refund:

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Authorised By: _____

Signature: _____

Office Use Only:

Approved: ☐ Yes ☐ No

Refund Amount: \$ _____

Authorised by: _____

Signature: _____

Date: _____