

Ballarat Specialist School

Refund Policy

Rationale:

To ensure there is a fair and equitable refund system in place following payment for Camps/Excursions, Activities and Essential Education items.

Aims:

This policy is developed to provide guidelines and outline circumstances in determining eligibility for a full or part refund for contributions or payments for extracurricular activities made to the school by families.

Guidelines:

- All refund requests must be made in writing by completing a Refund Request Form
- A request for a refund does not guarantee a full refund of monies paid.
- Refunds are all subject to the discretion of the Principal on a case by case basis.
- Donations made as a Voluntary Contributions are NON-REFUNDABLE
- Events that are cancelled by the school are automatically refunded or credited

Implementation:

ESSENTIAL EDUCATION ITEMS

When payment has been made in full for essential education items and the student is leaving the school a pro-rate refund will be made on request (eg if the student leaves during term 2 a refund will be made for term 3 & 4 only)

OR

Refunds are not available for payments made for Essential Education Items that are retained by the students (eg; stationary)

CAMPS/EXCURSIONS/ACTIVITIES

Participation of students in an activity is indicated by the return of a signed permission form and payment of money.

Students withdrawing from an activity will not automatically be entitled to a refund. This will be determined by any expense incurred by the school and the reason for not attending. A Refund Request Form must be lodged and the Principal will determine the final outcome.

Deposits for Camps will be non-refundable.

If a camp or excursion is cancelled by the school all funds will be refunded automatically.

Refunds will occur for amounts over \$10 and any amount below this will be credited to a family statement.

Evaluation:

This policy must be reviewed by School Council on an annual basis.

Ballarat Specialist School
REFUND REQUEST FORM

PARENT NAME: _____

STUDENT NAME: _____

GRADE: _____

ACTIVITY: _____

REFUND AMOUNT: _____

REASON FOR REFUND: *(please attach any documentation eg; medical certificate)*

I understand and agree that:

1. Where stated in the event "non refundable" the school has prepaid expenses and I am not eligible for a refund
2. My details will be kept confidential and will not be used for any other purpose.
3. If refund request is approved payments will be by Direct Deposit. Please supply bank details below.
4. The Principal will determine the final outcome of my request
5. Requests will be paid within 10 school days of approval date

Account Name _____

BSB _____

Account Number _____

Signature of Parent/Guardian

Date

(School Use Only)

Authorised by: Name: _____

Signature: _____

Date: _____

APPROVED Refund Amount: \$ _____

Signature of Principal

Date