



St Arnaud Secondary College

Refund Policy

INTRODUCTION

The Education and Training Reform Act 2006 provides for instruction in the standard curriculum program to be free to all students in government schools. School councils are responsible for developing and approving school-level parent payment charges and can request payments from parents under three categories only- Essential Student Learning Items, Optional Items and Voluntary Financial Contributions.

Optional Items are those items, activities or services that are offered in addition to or support instruction in the standard curriculum program. These are provided on a user-pays basis so that if parents choose to access them for students, they are required to pay for them.

CAMPS AND EXCURSIONS

School costs for camps and excursions are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance.

Participation of students in a camp or excursion is indicated through payment and provision of a permission form completed by the parent/carer.

As the College cannot meet any shortfalls in funding for camps and excursions due to the subsequent non-participation of a student who had previously indicated attendance, costs already paid may be refunded in full or in part, or not at all, having regard to the associated expenses incurred, any refunds from the supplier, and the circumstances of the non-participation.

- a) Where the school is charged for the provision of a program or service as a bulk cost and not per head cost, no refund is able to be given
- b) Where a per head fee is charged refund may be given
- c) Where a refund, part or fully, has been received from the supplier, a refund may be given
- d) All deposits are non-refundable as this is a secured booking for the student

NB: Refunds are only given for accident, injury or illness, dependent on above criteria

If a parent/carer wishes to apply for a refund due to their child's non participation in a camp and excursion, a Request for Refund form must be completed.

The Principal will consider the request and make the final decision.

This Policy was ratified by School Council: 15th March 2023

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Request for Refund

Parent/Carer Name: _____

Student Name: _____

Year Level: _____

Refund Amount: _____

Reason for refund: _____

I understand and agree that:

1. A refund may not be made to me or be made in full or in part, having regard to the associated expenses already incurred by the College, and the College's Refund Policy provided to me.
2. The refund is considered and the Principal makes final decision.
3. My details will be kept confidential and will not be used for any other purpose.
4. My refund will be paid by direct deposit into my bank account.

BSB: _____

Account Number: _____

Account Name: _____

Signature Parent/Carer: _____ Date: _____

(School Use Only)

APPROVED Refund Amount: \$ _____

Original receipt Number: _____

Signature of Principal

Date