

---

*Policy: Refund Policy*  
*School: Benalla P-12 College*  
*Section: Resources 5.9*  
*Version: One*

*School Council Approved Needed- Yes*

---

## REFUND POLICY

### PURPOSE

To ensure there is a fair and equitable refund system in place following payment for Camps, Excursions, Activities and Essential Education items. This policy is developed to provide guidelines and outline circumstances in determining eligibility for a full or part refund for charges paid to the school by families.

### SCOPE

- All refunds requests must be made in writing by completing a Refund Request Form
- A request for a refund does not automatically mean a full refund of monies paid.
- Refunds are all subject to the discretion of the Principal (or delegate) on a case by case basis.
- Voluntary Contributions are NON REFUNDABLE
- If outstanding amounts for previous excursions or other items are recorded on the family statement, 50% of the requested refund will be allocated towards this purpose.

### POLICY

#### Essential Education Items

If payment has been made in full for Essential Education Items and the student exits the school a pro-rata refund for the remaining terms of the year may be made. (eg if the student leaves during Term 2 a refund may be made for Term 3 & 4 only).

Refunds are not applicable for stationery portions of Essential Educations Items, or activities that have already been attended prior to exit (eg Swimming Program)

#### Camps/Excursion/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 (or delegate) will determine the final outcome.

Deposits for camps are non-refundable.

#### Evaluation:

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

#### **Basis for discretion:**

The basis for discretion lies with the Principal as an operational matter.

**Date ratified by Benalla P-12 College Council: 26 August 2019**

**Recommended date for review: August, 2020**

<b>Date Implemented:</b>	<b>August, 2019</b>
--------------------------	---------------------



**BENALLA P-12 COLLEGE  
REFUND REQUEST FORM**

**Parent Name:** .....

**Student Name:** .....

**Year Level:** .....

**Activity:** .....

**Refund requested:** \$.....

**Reason for refund:** *(please attached any documentation eg; medical certificate)*

.....  
.....  
.....

I understand and agree that:

1. A refund may or may not be made, having regard to the expenses already incurred by the school
2. Proof of payment must be confirmed via the Family Statement or original receipt
3. Payments will be made by cheque only
4. If I owe money for other outstanding items on my Family Statement, 50% of the requested refund will be allocated towards these items. More than 50% may be allocated with parental agreement.
5. The Principal (or delegate) will determine the final outcome of my request

Please make the cheque payable to:- .....

.....  
Signature of Parent/Guardian

.....  
Date

---

**OFFICE USE ONLY**

Request Outcome:-

Approved / Denied (please circle)

Refund Amount: \$.....

Family Statement or original receipt attached Yes / No (please circle)

.....  
Signature of Principal (or delegate)

.....  
Date