



OVERPORT PRIMARY SCHOOL

REFUND POLICY

Purpose:

- The school must ensure that the provision of services for students, (i.e. excursions / camps/ visiting groups/ services) do not incur direct costs to the school, nor cause the school to run at a loss.

Aims:

- To provide a fair and equitable refund system.

Implementation:

- 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.
- Where a 'per head' fee is charged refunds are able to be given subject to discretion.
- Where there is a combination of a bulk charge and a 'per head' charge in an excursion e.g. visit to a zoo, the bus charge is a bulk cost and entry fee is a per head cost. Only the 'per head' component is able to be refunded.
- Deposits paid for Camps are non-refundable. Balance of Camp payments may, in part, be refunded in special circumstances determined on an individual basis by the Principal.
- All claims for reimbursements must be made in writing within 14 days of the event.
- Should a student be unable to attend an excursion or camp due to illness, a medical certificate must be presented within 14 days in order to apply for a refund.
- The Principal will have the capacity to view special circumstances on an individual basis.

Evaluation:

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

This policy was last ratified by School Council on 27TH March 2023