

REFUND POLICY – Newtown Primary School

Rationale	To ensure that Newtown Primary School encourages all students to participate in extracurricular activities including camps, activities, incursions and excursions. To provide a facility for the reimbursement of payments if a student needs to withdraw from an activity after payment has been made to the school for all or part of an activity or item. 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. This policy is to provide guidelines in the assisting of determining eligibility for full or part refunds of payments made to the school for extracurricular camps, excursions, incursions, activities and resources. This policy will also ensure that wherever possible the provision of extracurricular activities for students does not incur direct costs to the school.
POLICY	• This policy will ensure that the provision of optional / extracurricular activities do not incur a cost burden to the school. • All requests for refund must be made in writing addressed to the school, Principal or Business Manager within 14 days of the event taking place or the student exiting from the school. • A request for refund does not mean an automatic refund of monies paid to the school. • No cash refunds will be given regardless if the original payment was made in cash. • If a refund is approved, payment will be via direct deposit into a nominated bank account, failing the availability of a bank transfer, a cheque will be drawn in the name of the Parent requesting the refund / or the individual who made the original payment. • Extracurricular activities such as camps may have non-refundable payment requests (i.e Camp deposits). In these instances, there will be clear communication to Parents and Carers prior to making payment that these payments, once paid, will be non-refundable unless cancelled by the school without incurring costs. • There may be times when documentation is requested for the processing of refunds (i.e Medical Certificates) • The Principal will have discretionary capacity for special circumstances to review and approve refunds on an individual basis.

Implementation	<i>Voluntary Financial Contributions</i> • All donations and voluntary financial contributions paid to the school are non-refundable. This includes, but is not limited to, 'curriculum contributions', 'other contributions' and Building Fund donations. <i>Extracurricular Activities and Items</i> • Students who withdraw from extracurricular activities after payment has been made are not automatically entitled to a full or partial refund. • Refunds will only be processed after the event has taken place and all outstanding costs have been met. • A refund (less any non-refundable deposit) may be payable to the parent/carer if the principal deems the withdrawal from the activity is due to an unavoidable circumstance (i.e. illness). Proof may be required (e.g. Medical Certificate). • 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 may be given upon request. • Where there is a combination of a 'bulk charge' and a 'per head charge' for an activity (e.g. excursion to a zoo - bus charge is a 'bulk cost', entry fee is a 'per head' cost.), only the 'per head' component may be refunded upon request.
Evaluation	<i>This policy will be reviewed as part of the school's four year review cycle.</i>
<i>This policy was ratified by school council in: November 2021</i>	