



Carrum Primary School 3385

Walkers Road, Carrum 3197

Telephone: 9772 1117

Facsimile: 9776 1586

Refund Policy

Rationale:

Carrum Primary School encourages all students to participate in extra-curricular activities including attendance at camps and excursions.

There will be occasions when for whatever reason(s) a student needs to withdraw from an activity after they have made payment to the school for all or part of that activity.

Carrum Primary School must ensure that the provisions of services for students (for example; excursions/camps/visiting groups/services) do not incur direct costs to the school, nor cause the school to be run at a loss.

Aims:

To provide a fair and equitable refund system.

Implementation:

Students withdrawing from an activity will not automatically be entitled to a refund.

- Where the school is charged for the provision of a program or service as a bulk cost and not a 'per head' cost, no refund will be given.
- Where a 'per head' fee is charged, refunds may be given.
- Refunds may be considered under special circumstances and at the Principal's discretion.
- Deposits paid for school camps and swimming will be non-refundable unless either cancelled by the school or at the Principal's discretion.
- The 'Refund to Family' form must be completed for all reimbursements within 14 days of the event. The form is available from the office.
- Refunds will be processed once all outstanding costs are met.

Attached Documents

- 'Refund to Family' form

Evaluation:

This policy will be reviewed as part of the school's three year review cycle.

**This policy was ratified by School Council on 14/03/2017
Due for review March 2020**



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REFUND TO FAMILY

Student Name.....

Grade

Reason for Refund

Amount

Parent/Carer Name

Signed by Parent/Carer

BSB Account Number

Approval Business Manager

Approval Principal

Processed and Paid Date