



ANDERSON'S CREEK
PRIMARY SCHOOL

Andersons Creek Primary School

School Number: 5104

REFUND POLICY

APPROVED: ACPS SCHOOL COUNCIL

ENDORSED AT: SCHOOL COUNCIL MEETING, 22 FEBRUARY, 2022

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Refund Policy

1 PHILOSOPHICAL BASIS (PURPOSE)

Andersons Creek Primary School encourages all students to participate in extra-curricular activities including camps, excursions and incursions. However, the school must ensure that these activities do not run at a loss and as a result incur costs to the school.

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

This policy sets out the conditions under which a refund of the payment may be granted, and defines how refunds will be administered by Andersons Creek Primary School.

2 GUIDELINES (SCOPE)

This policy applies to the Principal, Assistant Principal, Business Manager, Office Manager and parents of the school.

3 OBJECTIVES

To provide a fair and equitable refund system.

4 IMPLEMENTATION (PROCEDURE)

1. Full refund – Where no cost is incurred by the school provided that, the school deems the student's withdrawal was unavoidable. For illness a Doctor's certificate will be required.

2. Partial refund – Where the school deems the student's withdrawal was unavoidable but has incurred expenses relating to the withdrawal. In such cases, the refund will be the amount paid by the student, less expenses incurred by the school as a result of the withdrawal.

3. No refund – Where the school deems the withdrawal was avoidable and has incurred the full or partial costs of the camp or excursion/incursion.

Deposits should be considered to be non-refundable. Requests for deposit refunds will be considered on a case by case basis.

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Refund Policy

- The 'Camps & Excursion Refund Request' form must be completed for all reimbursements within 21 days of the event. Form is available from the office.
- Refunds will be directed to the family via a credit, which can be allocated to future charges, or as a payment directly to a nominated bank account if requested.
- Refunds will be processed once all outstanding costs are met.
- The Principal will have the capacity to review special circumstances on an individual basis.
- Principal has final discretion with all requests for a refund.

4.1 Review

- This policy will be reviewed annually to confirm/enhance internal control.

5 SUPPORTING LEGISLATION OR REFERENCES

Education Training and Reform Regulations 2007
DET School Financial Guidelines

6 APPENDICES

Andersons Creek Primary School
Camps & Excursions Refund Request

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**ANDERSON'S CREEK PRIMARY SCHOOL
CAMPS AND EXCURSIONS REFUND REQUEST**

Date: _____

Student's Name: _____

Grade: _____

Camp / Excursion: _____

Amount Paid: \$ _____

Reason for Refund:
.....
.....
.....
.....

Banking Details: BSB No: _____
 Account No: _____
 Account Name: _____

Parent's Name: _____
Signature: _____

Office Use Only:

Approved: Yes No

Refund Amount: \$ _____

Authorised by: _____

Signature: _____

Date: _____