



HIGHVALE PRIMARY SCHOOL

Refund Policy

Ratified by School Council: 31st March 2023

Review date: March 2025

Rationale:

All schools are required by DET to maintain effective Financial Controls to minimise the chance of incurring unnecessary loss of money. Through this policy we aim to provide clarity to the school community regarding requests for the refund of any money paid by families for Curriculum Contributions, Excursion/Incursions, Camps, Year 5 & 6 Sport Levy, Interschool Sport, Voluntary Contributions, and other events and programs, for example: Swimming Program, and the Instrumental Music Program.

Aims:

To ensure clear understanding of the school's refund policy and to ensure the school minimises the chance of incurring any financial loss. To be transparent in informing the school community about the payments that cannot be refunded, payments that can be refunded and the process of requesting a refund.

Implementation:

General Guidelines

- A refund will not be given if a child does not attend a planned event due to an absence from school unless the school is provided with a medical certificate or the absence is due to a significant event such as family bereavement. A refund may then be available at the discretion of the Principal.
- Any requests for a refund must be put in writing using the school refund form on school stream. This request will be forwarded to the Principal for approval.
- Once the request has been made a refund or partial refund will only be considered if the school has not incurred any costs, or part costs, for a particular activity.
- The refund policies of various providers (eg. bus companies) may impact on the implementation of this policy.
- All refunds must be approved by the Principal. The Business Manager will then be informed of the amount to be refunded and the reason so that this can be processed via Cases 21.

Year 5 & 6 Sport Levy:

- No refunds will be available unless a child leaves during the school year and then this will be at the discretion of the Principal.

Interschool Sport:

- A refund may be available at the discretion of the Principal.

Voluntary Contributions:

- No refunds will be available

Extra-curricular activities:

- Generally no refunds will be provided for the swimming program unless the request is accompanied with a medical certificate.
- No refunds will be provided for any other activities unless at the discretion of the Principal.

Responsibility and Evaluation:

This policy will be reviewed by the Finance Subcommittee annually and presented to the School Council for review and approval.