



Broadmeadows Valley Primary School

REFUND POLICY

PURPOSE:

Broadmeadows Valley 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.

Broadmeadows Valley Primary School must ensure that the provision of services for students (ie 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:

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/credit notes may be given.
- Where there is a combination of a bulk charge and a 'per head' charge in an excursion (eg a visit to the zoo where the bus charge is bulk cost and the entry fee is a 'per head' cost) only the 'per head' component can be refunded.
- 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 'Camps and Excursion Refund Request' form must be completed for all reimbursements within 14 days of the event. Form is available from the office.
- Refunds will be processed once all outstanding costs are met.

Evaluation

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

Ratification

This school policy was ratified at the Broadmeadows Valley Primary School Council meeting on
21/10/2018

School Council President *Myle* Principal *22/8/18*

REFUND POLICY 2018

Review Date: 2019

**BROADMEADOWS VALLEY PRIMARY SCHOOL
CAMPS AND EXCURSIONS REFUND/CREDIT NOTE REQUEST**

Date: _____

Student's Name: _____

Grade: _____

Camp / Excursion: _____

Amount Paid: \$ _____

Reason for Refund:

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Parent's Name: _____

Signature: _____

Office Use Only:

Approved: Yes No

Refund Amount: \$ _____

Authorised by: _____

Signature: _____

Date: _____