



REFUND POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact our office staff at Bourchier Street Primary School (Ph:58213488) who will arrange for a translator to communicate with you.

RATIONALE

The School Council has the responsibility to ensure parents/carers and students receive appropriate refunds whilst also monitoring an equitable system which ensures parents/carers provide information to the school in a timely manner.

PURPOSE

- To ensure parents/carers are made aware of school charges in a timely manner.
- To ensure parents/carers inform the school of changes to circumstances regarding attendance at camps/excursions/incursions in a timely manner.
- To ensure opportunity is available for all students who take part in the camps and excursions program, whilst also ensuring the program is conducted on a financial viable basis.

POLICY

Parent Payments: Where payment has been made refunds will be on the following basis:

- Where the child withdraws from the school prior to the commencement of the school year the refund will be 100% of the amount paid
- Where the child withdraws from the school in Term 1, the refund will be 75% of the amount paid
- Where the child withdraws from the school in Term 2, the refund will be 50% of the amount paid
- Where the child withdraws from the school in Term 3, the refund will be 25% of the amount paid
- Where the child withdraws from the school in Term 4, the child will not receive a refund
- Generally payments will not be refunded for items purchased or costs that have already been paid where those funds have already been transferred to a third party. For example, "Extra Curricular Items or Activities". Where possible, this will be made clear to parents at the time of payment.
- Families will need to request any refund prior to the Student Transfer process being finalised. A "Bourchier Street Primary School Refund Application Form" must be completed before any refund can be provided. No cash refund is available – all refunds will be processed through a Bank Transfer.

Camps & Excursions: See "Camps & Excursions Policy" for information regarding refunds of camps & excursions.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Included as annual reference in school newsletter
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	28 th March 2023
Approved by	School Council
Next scheduled review date	February 2024