



Camps, Excursions and Incursions Refund Policy

Rationale:

The school must ensure that the provision of services for student 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:

Where the school is charged for the provision of a program or service as a bulk cost and not per head cost, no refund is able to be given.



Where a per head fee is charged, refunds are able to be given and will be considered on a case by case basis.

Where there is a combination of a bulk charge and a per head charge in an excursion eg Zoo excursion. Bus charge is bulk cost, entry fee is per head cost. Only the per head component is able to be considered for refund.

All requests for refunds must be made in writing within 14 days of the event.

Evaluation:

This policy will be reviewed as part of a three-year review cycle.

Date Implemented	08/08/2018
Author	Debbie Whitehouse
Approval Authority (Signature and Date)	Principal:  School Council President:  Date: 8 August 2018
Review Date	February 2022