



~ Working Together ~

GREYTHORN PRIMARY SCHOOL

REFUNDS POLICY

RATIONALE

To provide a fair and equitable refund system.

AIMS

This policy sets out the conditions under which the refund of the school fees or payments may be granted, and defines how refunds will be considered and administered by Greythorn Primary School.

The school must ensure that the provision of services, excursions, camps and visiting groups, do not incur costs directly on the school, or run at a loss.

IMPLEMENTATION

- Requests for refunds must be made in writing and approved by the Principal.
- Refunds will only be paid by direct credit or cheque payment processed through CASES21, following approval by the Principal.
- Where there is a combination of a bulk charge and a per head charge in an excursion e.g. a visit to a zoo, the bus charge is a bulk charge, and the entry fee is a per head charge, **only** the per head charge is able to be refunded, if to refund the whole charge is to incur a loss to the school.
- Where the school is charged for the provision of a service as a bulk charge and not a per head charge, the Principal will use their discretion to approve a refund that has been requested in writing with an explanation, and approving the refund does not cause the school to incur a cost for the provision of said service/excursion.
- Where the school has provided materials or services that have been used by a student for part of the year, and that family leaves the school, it may not be possible to refund that amount (e.g. Athletics where the school has made a payment for that resource).
- The Principal has final discretion in regards to all requests for a refund.

REFERENCE

- Finance Manual for Victorian Government Schools: January 2015

EVALUATION

This policy is to be reviewed on an annual basis following the AGM.

RATIFIED BY SCHOOL COUNCIL

DATE: May 17th 2016