

Purpose

Essential Educational Items are charged at the beginning of each school year. There will be times when a student will need to withdraw from the school during the year.

Hamilton North Primary School encourages all students to participate in extra-curricular activities including attendance at camps, excursions/incursions and the swimming program. Hamilton North Primary School must ensure that the provision of services for students (ie excursions / camps / visiting groups / services) is conducted on a financially viable basis.

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.

Scope

To provide a fair and equitable refund system.

Policy

Where payment in full has been made for Essential Educational Items refunds will be made on the following basis:

- Where the child withdraws from the school in Term One the refund will be 75% of the amount paid
- Where the child withdraws from the school in Term Two the refund will be 50% of the amount paid
- Where the child withdraws from the school in Term Three the refund will be 25% of the amount paid
- Where the child withdraws from the school in Term Four no refund will be given

Students withdrawing from camps, excursions and the swimming program 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 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 will be given on presentation of a medical certificate, but may also be considered under special circumstances at the principal's discretion
- Deposits paid by families for school camps and swimming (if charged) will be non-refundable unless either cancelled by the school or at the Principal's discretion
- The 'Camps, Excursions/Incursions & Swimming Refund Request' form must be completed for all refunds within 14 days of the event. The form will be available from the office

- The family may choose to have a refund allocated to any outstanding charges on the family statement or deposited to a nominated bank account
- Students who leave camp early due to unforeseen circumstances will be given a partial refund at the discretion of the Principal
- Students who are collected from camp at the request of the school will not be entitled to a refund

Evaluation

The Principal and Business Manager will monitor the distribution of refunds in line with current DET policy and School Council will be kept informed of any changes that are required to be made.

Review Cycle

This policy was last updated on 5th June 2020 and is scheduled for review in November 2021.

Office Use Only			
Previous Review Date	June 2018		
Current Review Date	June 2020	Ratified by School Council	June 2020
Scheduled Review Date	November 2021 (with Parent Payment Policy)		

HAMILTON NORTH PRIMARY SCHOOL

CAMPS, EXCURSIONS/INCURSIONS & SWIMMING REFUND REQUEST

Date: _____

Student's Name: _____

Grade: _____

Camp / Excursion: _____

Amount Paid: \$ _____

Reason for Refund Request:

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Medical certificate attached:

Refund Payment:

Please choose one of the following options for this refund.

Option 1: I authorise Hamilton North Primary School to allocate the refund towards any outstanding or future charges on my family statement.

Option 2: Please refund the credit balance to me by direct deposit

BSB: _____ Account Number: _____

Parent's Name: _____

Signature: _____

Office Use Only:

Approved: Yes No

Refund Amount: \$ _____

Refund Paid by : Option 1 Option 2

Authorised by: _____

Signature: _____

Date: _____