



Parent Refund Policy

<p>Purpose</p>	<p>To ensure extra-curricular activities such as camps, excursions and incursions do not run at a loss and as a result incur costs to the School.</p> <p>To communicate to the school community, eligibility for a full or part refund for charges paid to the school for essential educational items and materials and the procedures when a student needs (for whatever reasons) to withdraw from a program, camp, excursion and/or excursion after they have made payment to Grovedale West Primary School for all or part of that activity.</p>
<p>Broad Guidelines</p>	<p>Grovedale West Primary School encourages all students to participate in extra-curricular activities and aims to provide a fair and equitable refund system to the school and parents/guardians.</p> <p>The school will determine whether each camp/excursion is optional or essential.</p>
<p>Implementation</p>	<p>Students withdrawing from camps and excursions-</p> <ol style="list-style-type: none"> 1. Where no cost is incurred by Grovedale West Primary School, a full refund shall be payable provided that: Grovedale West Primary School deems the student's withdrawal was unavoidable e.g. illness (a medical certificate may be requested). 2. A partial refund shall be payable to the student withdrawing when: The student's withdrawal has incurred non-refundable expenses relating to the withdrawal e.g. bus costs or prepaid entry fees. In such cases, the refund will be the amount paid by the student, less the expenses incurred by Grovedale West Primary School as a result of the withdrawal. 3. No refund will be payable to the student withdrawing when: Grovedale West Primary School has incurred the full costs of the camp or excursion. 4. The principal will have the capacity to view special circumstances on an individual basis. This decision will be binding. 5. A medical certificate may be required should a student be unable to attend a camp, excursion or event due to a medical condition. <p>Refunds will only be considered when requesting in writing within 21 days of the excursion taking place or the commencement of the camp.</p> <p>Where Grovedale West Primary School makes the decision to cancel a camp or excursion, the amount paid by the student shall be refunded in full. Subject to third party terms and conditions.</p> <p>Where a camp or excursion has to be rescheduled because of Government or DET warnings/advice e.g. fire or weather danger etc. parents may request a refund of monies paid by them less any funds incurred by the school for the rescheduled trip.</p>

	<p>Student Exiting from school - Essential Student Learning Items:</p> <p>Where payment has been received for the essential student learning items and the student is exiting the school, a pro-rata refund dependent on the number of terms the student has been enrolled at the school for may be applicable. For example, a student departing at any point in Term 2 having paid the whole year's Essential Education Charges in advance, may be refunded for Terms 3 & 4.</p> <p>Where the school is charged for the provision of a program or service as a bulk cost and not per head cost, no refund/credit is able to be given.</p> <p>Voluntary Financial Contributions Donations and voluntary financial contributions are non-refundable</p>
Review cycle	This policy was last updated on 28/10/20 and is scheduled for review in October 2023