



Oak Park Primary School Refund Policy

Rationale

Oak Park Primary School encourages all students to participate in extra-curricular activities including attendance at camps and excursions.

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.

Oak Park Primary School must ensure that the provision of services for students (i.e. excursions / camps / visiting groups / services) do not incur direct costs to the school, nor cause the school to run at a loss.

Aim

To provide a fair and equitable refund system.

Implementation

Students withdrawing from an activity 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 (e.g. 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 may be considered under special circumstances and at the principal's discretion.
- Payments for school camps and swimming will be non-refundable unless either cancelled by the school or at the Principal's discretion. All requests to be in writing.
- The *Official Payment Requisition form* must be completed for all reimbursements within 14 days of the event. The form is available from the office.
- Refunds will be processed once all outstanding costs are met.
- The following clause will be included on all excursion notices:

"Due to planning and advance payment to confirm bookings, a medical certificate should be supplied for the day before a refund will be considered. The amount of the refund will depend on whether a non-refundable deposit has been paid to the supplier and if a replacement has been found to attend the event."

Review

This policy will be reviewed as part of the School Council tasks for the beginning of each year.