**Rationale:**

Glenroy West Primary School encourages all students to participate in extra-curricular activities including attendance at camps, excursions and incursions.

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.

Glenroy West 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.

Glenroy West Primary School will consider requests for partial or full refunds of payments made by parents on a case-by-case basis taking into account the individual circumstances. Generally, we will not be able to refund payments made for items purchased or costs that have already been paid where those funds have already been transferred to a third party. For example, camp costs when a child becomes unwell and cannot attend in circumstances where the payment has already been made or committed to a third party and no refund is available to the school. Where possible, we will make this clear to parents at the time of payment.

**Aims:**

* To provide a fair and equitable refund/reimbursement system
* To ensure all reimbursements are made in a timely manner and in accordance with DET guidelines

**Implementation:**

Students withdrawing from an activity will not automatically be entitled to a refund/reimbursement.

* 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 in the form of a credit on the family account.
* 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 reimbursed.
* Refunds may be considered under special circumstances and at the principal’s discretion.
* Deposits paid for school camps and swimming will be non-refundable unless either cancelled by the school or at the Principal’s discretion.
* The ‘Camps and Excursion Reimbursement Request’ form must be completed for all reimbursements within 14 days of the event. Form is available from the office.
* Refunds will be processed once all outstanding costs are met.

**Evaluation:**

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| This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstances. |
| This policy was ratified by School Council 25/05/2021 |
| The policy will be next reviewed in 2022 |

**GLENROY WEST PRIMARY SCHOOL**

**CAMPS AND EXCURSIONS REIMBURSEMENT REQUEST**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Camp / Excursion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount Paid: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for Refund:

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Parent’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Office Use Only:**

Approved: 🞎 Yes 🞎 No

Refund Amount: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorised by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_