



BALWYN NORTH
Primary School

Refund Policy

Purpose

- To ensure Balwyn North Primary School encourages all students to participate in extracurricular activities, including attendance at camps and excursions, incursions and other activities.
- To provide a facility for the reimbursement of payments if a student needs to withdraw from an activity prior to it commencing but after they have made payment to the school.
- To ensure that in the provision of activities for students, the school does not incur a direct cost, nor cause the school to run at a loss.
- To provide a fair and equitable refund system.

Guidelines

- Students withdrawing from an activity will not automatically be entitled to a refund.
- Where the school is charged for an activity as a bulk cost and not a 'per head' cost, no refund will be given.
- Where a 'per head' fee is charged a refund may be given.
- Where there is a combination of a bulk charge and a per head charge only the per head charge component may be refunded e.g visit to the zoo, where there is a bulk charge for the bus and a per head charge for the admission, only the admission charge can be refunded.
- Refunds will only be given when requested in writing within 21 days of the activity.
- Refunds will be paid to families either by credit on the family account or a refund into their nominated bank account.
- The Principal has the capacity to take into account special circumstances on an individual basis.
- Refunds requested due to illness will only be made on production of a medical certificate.

Evaluation

This policy will be reviewed as part of the school's three year review cycle.

Date Ratified: 31st July 2018