



SOMERS PRIMARY SCHOOL REFUND POLICY

REVIEW CYCLE

Ratified by School Council: 2019

Review Date: 2022

PURPOSE

To provide a fair and equitable refund system.

SCOPE

This policy sets out the conditions under which the refunds may be granted, and defines how refunds will be administered by Somers Primary School.

The school must ensure that the provision of services, excursions, camps, and Incursions do not incur costs directly on the school, or do not run at a loss.

Our 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.

POLICY

- Requests for refunds must be given in writing and approved by the Principal
- Refunds will only be paid by direct credit payment processed through CASES21, following approval by the Principal
- Where there is a combination of a bulk charge and a per head charge in an excursion:
e.g. a visit to a zoo, the bus charge is a bulk charge, and the entry fee is a per head charge, **only** the per head charge is able to be refunded, where refunding the whole charge is to incur a loss to the school.
- Where the school is charged for the provision of a service as a bulk charge and not a per head charge, the Principal will use their discretion to approve a refund that has been requested in writing with an explanation, and providing the refund does not cause the school to incur a cost for the provision of said service/ excursion.
- In the case of illness, a medical certificate must be produced.
- Principal has final discretion with all requests for a refund.

FURTHER INFORMATION AND RESOURCES

- Internal Control for Victorian Schools
- School Finance Manual for Victorian Government Schools: Refunds to Parents .