

## **PORT MELBOURNE PRIMARY SCHOOL NO 2932**



### **FAMILY REFUNDS POLICY**

#### **Rationale:**

- Families request refunds of paid charges for various reasons.
- There is an expectation all students will attend all school curricular and co-curricular activities.
- Buses and venues are booked for camps and excursions based on numbers of students who have paid.

#### **Guidelines:**

- Refunds will not be provided for Voluntary Contributions.
- All applications for a refund for a family payment are to be made in writing, including the reason for the request.
- The Principal and Business Manager will make determinations on all refund requests.
- A refund is not automatically granted by the making of an application.
- Fees paid on an annual basis, e.g. Essential Items, may not be fully refunded when a family is exiting the school.
- Refunds will be provided for camp payments where a medical certificate is provided; refunds may not be given in instances where a family decides to travel instead of a child attending camp.
- An excursion refund request must be made at least 8 weeks prior to the excursion.
- Refunds will not be granted for amounts less than \$20.00 in one application. Families requesting a refund for less than \$20.00 will be advised to wait until the end of the year in case further refund amounts may be payable or refundable.
- If an amount of \$20.00 or less remains in credit at the end of the year it will be rolled over and credited toward charges in the following year.
- An administration fee of \$5.00 will apply to each and every refund application.
- Requested refunds where the school has incurred a charge, will have the cost of that charge deducted from the requested refund. E.g. School camp.
- Families requesting a refund will be encouraged to leave the credit on the family account to be applied toward an existing or future charge.

#### **Evaluation:**

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

This policy was last ratified by School Council 26 July 2016.....