

Dorset Primary School No: 5132

REFUND POLICY

PURPOSE:

The 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

BROAD AIMS:

To provide a fair and equitable refund system

GUIDELINES:

1. Where the school is charged for the provision of a program or service as a bulk cost and not per head cost, no refund is able to be given
2. Where a "per head" fee is charged refunds are able to be given
3. Where there is a combination of a bulk charge and a "per head" charge in an excursion e.g. visit to a zoo. Bus charge is bulk cost. Entry fee is per head cost. Only the "per head" component is able to be refunded.
4. All claims for reimbursements must be made in writing within 14 days of the event
5. Points 3 and 4 to be included on all excursions/camps/visiting groups/services notices where there are charges

EVALUATION:

- School Administration Team feedback

This policy was ratified by School Council in October 2007.