

Dorset Primary School No.5132 **REFUND POLICY**

PURPOSE:

This policy provides guidelines and outline circumstances where payments made to Dorset PS can be refunded to parents/carers.

BROAD AIMS:

To inform parents/carers of Dorset PS' refund process for essential and optional educational items and voluntary contributions. Information on Dorset PS' parent payment guidelines can be found in our Parent Payments Policy.

GUIDELINES:

School Councils are able to request payments or contributions for education items and services from parents and guardians for students in Victorian government schools in the three categories:

- Essential education items
- Optional education items
- Voluntary financial contributions.

All administrative and financial processes are compliant with DET requirements, including CASES21 financial reporting.

Essential education items

These are items or services that are essential to support the course of instruction in the standard curriculum program that parents are responsible for and may choose to either provide or pay the school to provide.

These items can include:

- Materials that the student takes possession of, including text books and student stationery;
- Materials for learning and teaching where the student consumes or takes possession of the finished articles (e.g. Junior cooking, Art, Science, Stephanie Alexander Kitchen Garden program etc.)
- School uniform;
- Transport and entrance for camps, excursions and school activities which all students are expected to attend.

Optional education items

These can also be referred to as non-essential materials and services. These items are those that are provided in addition to the standard curriculum program, and which are offered to all students.

These optional extras are provided on a user-pays basis and if parents choose to access them for students, they will be required to pay for each item. These items can include:

- Extra-curricular programs or activities e.g. instrumental music, dance classes
- School-based performances, productions and events
- Excursions and incursions
- Additional school items such as student/ class photographs.

Voluntary financial contributions

Are those items and services under which parents are invited to make a donation to the School, for example for grounds maintenance or building trust.

IMPLEMENTATION:

School activities such as (but not limited to) incursions, excursions, camps and purchases must be paid for prior to the event, and be accompanied by a signed parent authority where appropriate.

Refunds are all subject to the discretion of the Principal on a case by case basis, and usually follow the guidelines below.

All claims for reimbursements must be made in writing to the Principal within 14 days of the event.

Essential education items

Refunds are not available for payments made for essential education items that are retained by the student. This includes:

- Text books and student stationary.
- School uniform purchases.

Refunds may be available for payments made for essential education items that include:

- School uniform purchases in original new condition.
- Camps, excursions and incursions where a per-head fee is charged.

Refunds are not available for payments made for essential education items when:

- Payment for transport and entrance fees (etc) is a flat charge split across the number of students expected to attend.
- Dorset PS is charged for the provision of an essential program or service as a bulk cost, and not per-head cost, such as swimming.

Refunds may be available when the school receives a credit from a third party provider involved in the camp, activity or excursion.

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.

Optional education items

As these are usually charged on a user-pays basis, **refunds may be available** for payments made for optional education items. The following criteria must be satisfied:

- The student has not participated in the service, or received the item that has been paid for.
- The school in turn receives a credit for payments where a third party is involved, such as instrumental teachers or admittance fees and charges.
- The school is not out of pocket for any expenses.

Voluntary financial contributions

Refunds are all subject to the discretion of the Principal on a case by case basis, and usually follow the guidelines below.

Refunds can be provided on a pro-rata basis if a student ceases to be enrolled at Dorset Primary School. A written request for refund should be directed to:

The Principal,
Dorset Primary School, 1-11 Rescorla Avenue or
dorset.ps@education.vic.gov.au

FURTHER REFERENCE:

- Dorset Primary School- *Parent Payment Policy*.

- Dorset Primary School- *Electronic Funds Management Policy*.
- Dorset Primary School- *Camps and Excursions Policy*.

REVIEW CYCLE

This policy was reviewed by School Council in July 2020. It will be reviewed again in 2021.