



REFUND POLICY

Rationale

To ensure there is a fair and equitable refund system in place at Brighton Secondary School following payment for camps, excursions, incursions, sporting activities, essential student learning items and extra-curricular activities.

Aims

This policy is developed to provide guidelines in determining eligibility for refunds and to ensure that the additional services do not incur direct costs to the school.

Guidelines

- A request for a refund does not automatically equate to a full refund of monies paid.
- Students that are transferring to another Government school will not be given a refund; instead, they will not be charged Materials & Services Charges at the new school. Students leaving to go to a private school will be entitled to a refund on a pro-rata basis, depending on which term they are leaving.
- Where the school makes the decision to cancel events due to insufficient numbers, the amount paid by the parent/caregivers shall be refunded in full.
- Where a camp or excursion has to be rescheduled due to whole of government directions, parent/caregivers may request a refund of monies paid by them for the rescheduled trip.
- To cover the cost of deposits if required for bookings, all students may be invoiced a non-refundable deposit of \$50.00 for camps/excursion.
- The Principal and/or delegate will have the capacity to view each circumstance on an individual basis.

Implementation

Once the refund is approved, the returning of funds will be by credit note to the family account for future use or by EFT transfer if no money is outstanding.

If a parent / caregiver wishes to apply for a refund due to their child's non-participation due to illness for an excursion or camp activity, they may do so by completing a Request for Refund form available by emailing the finance team and returning the form with a medical certificate. If a certificate is not supplied, then no refund will be issued.