

## **REFUND POLICY**

### **PHILOSOPHY**

Kingsbury Primary School believes that the Camps, Swimming, Incursions and Excursions program is highly beneficial for students and provides opportunities for particular learning experiences that cannot be gained in the classroom.

We encourage all students to participate in these activities and there will be occasions when students need to withdraw from an activity after they have made payment.

The school must ensure that the provision of services for students (i.e. in/excursions, camps or swimming etc.), do not incur direct costs to the school).

### **AIM**

To provide a fair and equitable refund system.

### **GUIDELINES**

Students withdrawing from camps, swimming, incursions or excursions etc., will not be automatically entitled to a refund.

1. Where the school is charged for the provision of a program or service as a bulk cost not per head cost, no refund will be available until all outstanding costs are met.
2. Deposits paid for school camps will be non-refundable unless cancelled either by the school or at the discretion of the Principal.
3. Students who have paid for an activity using CSEF and request a refund, if approved, the amount will be credited back to the family school account.
4. The 'Request for a Refund' form must be completed for all reimbursements within 14 days of the event. Form is available at the office.
5. If after payment has been made, a student does not attend an activity due to illness, a medical certificate will need to be provided.
6. Refunds will be processed once all outstanding costs are met.
7. All refunds are at the discretion of the Principal.

***Ratified at School Council- 30<sup>th</sup> April 2020. To be Reviewed 2023***



***Signed***  
***School Council President***

**CAMPS, SWIMMING, INCURSION AND EXCURION**  
**REFUND REQUEST**

DATE: \_\_\_\_\_

STUDENT'S NAME: \_\_\_\_\_

YEAR: \_\_\_\_\_

EVENT/ACTIVITY: \_\_\_\_\_

AMOUNT PAID: \_\_\_\_\_

REASON FOR REFUND: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PARENT'S NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

\_\_\_\_\_

**Office Use Only**

Approved:  Yes  No

Refund Amount: \_\_\_\_\_

CSEF:  Yes  No

Family ID: \_\_\_\_\_

Authorised By: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_