REFUND POLICY FOR EXCURSIONS AND CAMPS.

The school understands that there are occasions where a student who has paid for an excursion or camp is unable to attend due to special circumstances or illness. Parents/carers are able to request a refund, via a “Request for Refund form”. Parents are reminded that for some excursions, there may be a non-refundable portion of the total amount paid. This will be noted on the permission form which is sent home for each excursion. By signing the permission note parents/carers are accepting the terms and conditions of the particular excursion.

If a refund is approved, then parents/carers will be refunded as follows:

(a) this amount will be applied to any outstanding items owed to the school for that student or sibling. If another known excursion for that group of students is expected in the near future then this amount will be applied to that excursion (parent/carers will be provided with a receipt for these transactions).

(b) If, after (a) above, there is a further amount owed to the parent/carer then this will be refunded to the parent/carer/student by cheque/cash.

In all circumstances, all refund decisions are at the discretion of the Principal.

Reviewed and approved July 2010.