



Refund Policy

PURPOSE

From time to time students are unable to attend camps or excursions for which they have already paid. If there is a change in circumstances after a deposit or payment has been paid to secure a place for a camp, excursion or activity there is no guarantee of a refund.

POLICY

If a student is unable to attend an excursion/camp, or other school activity for which parent payment is required, and requests a refund, the following steps must be taken:

1. A letter from the parent requesting a refund, together with a medical certificate (if applicable), is to be addressed to the Business Manager.
2. The Business Manager will consult with the teacher in charge of the activity to determine if it is appropriate to refund part or all of the monies paid.
3. If the family has outstanding debts to the School, contact will be made with them prior to payment to discuss offsetting the monies against the debt.
4. If monies have been paid to a third party provider, a refund will not be possible.

If a student exits the School and requests a refund the following steps must be taken:

1. A letter from the parent requesting a refund should be addressed to the Business Manager.
2. If the family has outstanding debts to the School, contact will be made with them prior to payment to discuss offsetting the monies against the debt.
3. If it is determined by the School Principal that a refund is to be paid, payment will be made promptly.

REVIEW CYCLE

This policy was approved by school council on Feb 2019 and is scheduled for review biannually in [Feb/2021].