

Refund Policy

Brighton Primary School

1542

Introduction

At Brighton Primary School, we are committed to providing a safe and supportive learning environment for students, staff and volunteers. This commitment includes the health and safety of staff and students when conducting curriculum activities in the school or in other locations.

State schools are able to charge a fee for:

- An educational service including materials and consumables not defined as instruction, administration and facilities for the education of the student;
- An education service purchased from a provider other than the school where the provider charges the school; and
- A specialised educational program.

Camps and Excursions

A school fee is directed to the purpose for which it is charged.

School fees for excursions, camps and swimming are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance.

Participation of students in an excursion, camp and swimming is indicated through payment and provision of a permission form completed by the parent/carer.

As the school budget cannot meet any shortfalls in funding for an excursion, camp and swimming due to the subsequent non-participation of a student who had previously indicated attendance of the activity, fees already paid may be refunded in full or in part or not at all, having regard to the associated expenses incurred and the circumstances of the non-participation.

- a) Where the school is charged for the provision of a program or service as a bulk cost and not per head cost, no refund is able to be given.
- b) Where a per head fee is charged refunds may be able to be given.

NB. Refunds are given for accident or illness only.

- a) However to cover the cost of holding deposits for bookings all students will pay a non-refundable deposit of \$50.00 for camps.

If a parent/carer wishes to apply for a refund due to their child's non-participation in an excursion or camp activity, they may do so by completing a Request for Refund form available from the school office and attaching the medical certificate.

Where possible, the request should include the receipt relating to the payment for which a refund is being sought.

Essential Education Items/Voluntary Contributions

If a student leaves the school during the year a refund will be calculated on the basis of the pro rata per term amount of the Essential Education Items and Excursion Levy. Any refund made will be reduced by the cost to the school of replacing lost or damaged books or any other school owned resource.

Pro rata per term refunds on Essential Items, IT Levy, School Nurse, Grounds Development and Maintenance BUT no refund on the Building Fund.

Timing of refund request

Refunds will only be given when requested in writing within 21 days of the student leaving.

Appendix A – Request for Refund Form

This policy was last ratified by School Council in 2015

To be reviewed in 2018

Appendix A

REQUEST FOR REFUND

I, _____ parent/carer of _____

In Year _____ request a refund of \$ _____

(Please attach a Medical Certificate if applicable)

Reason for refund :

Parent Payments

Uniform Shop Refund

Other Please specify reason for refund :

I understand and agree that:

1. A refund may not be made to me or be made in full or in part, having regard to the associated expenses already incurred by the school, and the school's refund guidelines provided to me.
2. The school receipt for the original payment is attached / not attached. (Please circle)
3. My details will be kept confidential and will not be used for any other purpose.
4. My refund may be made by direct deposit into my bank account.

BSB: _____

Account name: _____

Account Number: _____

Signature of Parent/Carer

Date

(School Use Only)

Authorised by: Name: _____

Signature: _____ Date: _____

APPROVED Refund Amount: \$ _____

Original Receipt Number: _____

Signature of Principal

Date