



## 1. RATIONALE

Kallista Primary School encourages all students to participate in extra-curricular activities such as camps and excursions. However, the school must ensure that these activities do not run at a loss and as a result incur costs to the school.

## 2. AIMS

To provide a fair and equitable refund system.

## 3. IMPLEMENTATION

- 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
- Where a “per head” fee is charged refunds are able to be given subject to discretion
- Where there is a combination of a bulk charge and a “per head” charge in an excursion e.g. visit to a zoo. Bus charge is bulk cost. Entry fee is per head cost. Only the “per head” component is able to be refunded.
- All claims for reimbursements must be made in writing within 14 days of the event
- Once the cost of an excursion has been finalised based on the confirmed number of ‘heads’, no refund is able to be given
- The Principal will have the capacity to view special circumstances on an individual basis.
- The following procedures will apply to requests in writing for refund of Parent Payments:
  - Where payment has been made in the previous year for an enrolment that ceases in the first month of the new academic year the parent will be entitled to a full repayment less administration fee of 5%.
  - Where an enrolment ceases beyond the first month of Term 1, refunds will be paid for the remaining whole term(s), for example:
    - if student ceases early March – refunds for Terms 2, 3, 4 are applicable less administration fee of 5%
    - if student ceases May/June – refunds for Terms 3, 4 are applicable, less administration fee of 5%

## 4. REVIEW CYCLE

**RATIFIED by School Council – March 2023**

**REVIEW ANNUALLY**