



**ChandlerPark**  
PRIMARY SCHOOL

**Chandler Park Primary School**  
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## **2021 REFUND POLICY**

### **PURPOSE**

To ensure Chandler Park Primary School encourages all students to participate in extracurricular activities including attendance at camps and excursions.

To provide a facility for the reimbursement of payments if a student needs to withdraw from an activity prior to it commencing after they have made payment to the school.

Chandler Park Primary School must ensure that the provision of services for students (Camps, Excursions, Incursions and other activities) do not incur direct cost to the school nor cause the school to run at a loss.

To provide a fair and equitable refund system

### **GUIDELINES**

#### **Students withdrawing from an activity will not automatically be entitled to a refund.**

- . Where the school is charged for the provision of a program or service as a bulk cost and not a 'per head' cost, no refund will be given.
- . Where a 'per head' fee is charged a refund may be given.
- . Where there is a combination of a bulk charge and a per head charge in an excursion e.g visit to the zoo, there is a bulk charge for the bus and a per head charge for the admission, only the admission charge can be refunded.
- . Refunds will only be given when requested in writing within 21 days of the activity
- . Refunds will be paid to families either by credit on the family account or a refund into their nominated bank account.
- . The Principal has the capacity to view special circumstances on an individual basis.
- . Refunds to camps and swimming after the event will only be refunded with a medical certificate and only if the student has not attended any part of the camp or swimming program.

**This policy will be reviewed annually as part of the school's three year review cycle**

This Policy was ratified by the School Council at the meeting held 20<sup>th</sup> October 2020

Trevor McCrimmon