

REFUND POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the BSC office at +61 (03) 9467 1511 or bundoora.sc@education.vic.gov.au.

RATIONALE

To assist the school in its financial planning with regards to events and activities that attract extra charges. Most of these events require parents to pay prior to the event running. However, there are occasions when a parent has paid for a school activity and there is a valid reason for the student to not attend or participate and consequently monies paid should be refunded.

AIM

To ensure that neither family nor the school suffer any undue financial burden due to non-participation in a planned event.

IMPLEMENTATION

- All financial transactions between school and families will be entered into in good faith.
- Parents will be given appropriate notification of payments required for school activities.
- No student will ever be disadvantaged due to a lack of funds.
- Choosing to not attend/participate will not trigger a valid situation for a refund of monies paid.
- A valid reason for non-attendance/participation, for example a medical condition supported by medical certificate, will trigger a refund of monies paid.
- Monies will be refunded either through a credit entry on student accounts or electronically to the parent's nominated account after consultation with the parent.
- In the event an activity is cancelled by the event provider or the school, all monies received by the school will be reimbursed to the relevant families in a timely manner.
- Significant funds or when the student is exiting the school will require that funds are returned electronically to the parent's nominated account.

EVALUATION

This policy will be reviewed as part of the school's yearly review cycle.

Proposed amendments to this policy will be discussed with the School Leadership Team and Finance Subcommittee.

POLICY REVIEW AND APPROVAL

Requirement for local policy: Optional

Review cycle: 1 year – mandatory

Policy Owner: Virginia Larsen

Policy last reviewed: October 2025

Next scheduled review: August 2026

Approval requirements: School Council

Consultation requirements: Required - School Council

Approved by: School Council