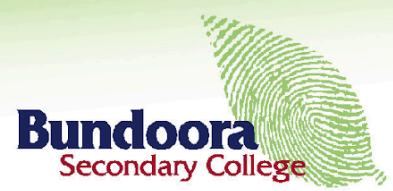


REFUND POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact the general office.

RATIONALE

To assist the school in its financial planning in 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.

PURPOSE

To ensure that neither family nor the school suffer 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, ie 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 that 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.

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