



# Wangaratta Primary School

## Refund Policy

### Policy:

This policy seeks to ensure compliance with DEECD financial manual requirement, provide clarity on when refunds apply and the rules for a fair and equitable refund system.

### Definitions:

**Cancellations** - Should an event be cancelled; refunds to parents/guardians will, in the first instance, be credited to outstanding Essential Educational Items and Optional Extras (DEECD Parent Payments in Victorian Government Schools Policy).

**Student unable to attend** – Should a parent/guardian seek a refund of an excursion cost paid to the school because of the inability of the student to attend (for example, because of illness) a refund will be made in accordance with the procedures as set out below.

**Other Refund Option** – When there are no outstanding charges on the parents/guardians account, in accordance with the procedures as set out below, a cheque or direct deposit will be made to the account holder. At no time will a refund be made by cash to the account holder or the student.

### Preamble:

The school must ensure that the provision of services for students i.e. excursions/incursions, camps and overseas trips do not incur direct costs to the school, nor cause the school to run at a loss.

### Excursions/Incursions/Camps

Where the school is charged for the provision of a program or service as a bulk cost (for example bus hire) no refund is able to be given.

Only under the circumstances where the school is charged for 'attendance on the day' on a 'per head' basis can refunds be given.

Where there is a combination of a bulk charge and a per head charge only the 'per head' component is able to be refunded provided the school can obtain a refund from the service provider.

All claims for reimbursements must be made in writing to the school's Administration office or email [wangaratta.ps@edumail.vic.gov.au](mailto:wangaratta.ps@edumail.vic.gov.au) within 7 days of the event.

This policy was last ratified by School Council in.... April 2013