



Warragul North Primary School REFUND POLICY

1.0 Rationale:

The purpose of this document is to set out a process for families to make an application for a refund of charges due to unforeseen and exceptional circumstances, in cases where a refund would not otherwise be due (eg. Refund of a credit balance or transfer of Camps, Sports and Excursions Fund CSEF).

2.0 Aims:

To clarify and create a consistent approach to parent refund requests.

3.0 Implementation:

- 3.1 All family refunds to be authorised by the Principal.
- 3.2 Refunds to be processed as a Family Payment through CASES21 via cheque (including credit balances), to ensure the appropriate paper trail.
- 3.3 WNPS does not refund the Essential Student Supplies and Equipment cost. In the event a request is made, due to the student exiting the school, Principal discretion may apply on a per term pro rata basis.
- 3.4 WNPS will not refund annual subscriptions (eg. Maths Online etc.)
- 3.5 Non-attendance of excursions and camps are non-refundable as WNPS is required to honour accommodation, travel and casual relief teacher bookings based on the number of students that have committed to the camp or activity. In the event of unforeseen or exceptional circumstances Principal discretion may be applied on request following a reconciliation of the camp/activity to ensure funds are available.
- 3.6 To assist parents with managing payments WNPS encourages families to pay in advance, make regular payments or set up Centrepay arrangements with the school. In the event of a credit balance WNPS will refund credit on request or at the time the student(s) exit WNPS in accordance with item 3.2.
- 3.7 CSEF credit balances will not be directly refunded to the parent. As per DET guidelines CSEF balances will be forwarded directly to the next school the student attends.

4.0 Evaluation:

This policy will be reviewed by School Council annually.

This policy was adopted by School Council on:	19th July, 2018
This policy was amended by School Council on:	19th May, 2020