



Beaumaris Primary School

Refund Policy

PURPOSE

To ensure that Refund practices are consistent and transparent across the school.

RATIONALE

The school must ensure that the provision of goods and services for students, (i.e. excursions, Camps school levies etc.) does not incur direct costs to the school; nor cause the school to run these activities at a loss.

AIMS

- To provide a fair and equitable refund system.

IMPLEMENTATION

Refunds will only be given under the following circumstances:

- If a refund is required due to a change of schools, a written application needs to be submitted for a refund. Refunds will be made directly to parent's accounts or by cheque. This process will normally take approximately two weeks. The refund will be worked out on a Pro Rata basis.
- If the refund is the result of sickness or accident, claims for refund must be made in writing within 2 weeks of the event and, supported by medical certificate.
- Building Fund and Library Fund: no refund under any circumstances as they are for tax deductible donations.

EVALUATION

This policy is to be reviewed by School Council as part of the school's three year review cycle or earlier if required.

Endorsed by School Council: March 2018

Review date: March 2021