



REFUND POLICY

Rationale:

The school will provide refunds where there is no financial disadvantage to the school.

Aim:

To provide a fair and equitable refund system.

Implementation:

1. Where the school is charged for the provision of a program or service as a bulk cost and not per head cost, no refund is able to be given.
2. Where a 'per student' fee is charged refunds are able to be given.
3. Refunds on deposits made can only be given where bookings have not been finalised.
4. Where there is a combination of a bulk charge and a 'per student' charge in an excursion e.g. visit to a zoo. Bus charge is bulk cost. Entry fee is per student cost. Only the 'per student' component is able to be refunded.
5. Eligible Refunds will be made as soon as possible – where practicable.
6. Where a student exits the College, a pro-rata refund will be calculated on an individual basis and refunded to the Parent according to the Parent Payment policies and procedures.
7. The Principal will have the capacity to view special circumstances on an individual basis.

Evaluation:

This policy will be reviewed every three years by College Council.

RATIFIED BY COLLEGE COUNCIL

_____ *Date: September 2019*
College Council President

Review Date: May 2020