

 <p>Belmont High School <i>'Strive for the Highest'</i>  www.bhs.vic.edu.au</p>	<h2>Refund Policy</h2>	
<p>Policy Status: Final</p>	<p>Document Owner: Business Manager</p>	<p>Authorised by: BHS School Council</p>
<p>Date of issue: 3/12/2019</p>	<p>Review Date: Nov 2020</p>	<p>Version 2</p>

### RATIONALE

- To ensure Belmont High School encourages all students to participate in extracurricular activities including attendance at camps and excursions which is highly beneficial for students and provides opportunities for particular learning experiences that cannot be gained in the classroom.
- To provide a facility for the reimbursement of payments if a student (for whatever reason) needs to withdraw from an activity after they have made payment to the school for all or part of that activity.
- Belmont High School must ensure that the provision of services for students, i.e. excursions / camps / visiting groups / services) do not incur direct costs to the school, nor cause the school to run at a loss.

### AIMS

- To provide a fair and equitable refund system. This policy is to provide guidelines to assist in determining eligibility for a full or part refund for charges paid to the school for essential educational items, materials, camps, excursions and extra-curricular activities. The policy will also ensure that the provision of optional services (i.e. camps) for students do not incur direct costs to the school.

### GUIDELINES

- All refund requests must be made in writing within 14 days of the event or student exit from the school
- A request for a refund does not automatically equate to a full refund of monies paid
- If the family has outstanding charges to the school, any refund deemed appropriate will be offset against these outstanding charges.
- When required, payment of refunds will be made via direct deposit into a nominated bank account. No cash refunds will be given.
- The policy will ensure that the provision of optional services (i.e. camps, instrumental music) do not incur direct costs to the school
- The Principal will have the capacity to view special circumstances on an individual basis.

### IMPLEMENTATION

#### Essential Student Learning Items:

- Where payment has been received for the essential student learning items and the student is exiting the school, a pro-rata refund dependent on the number of terms the student has been enrolled at the school for may be applicable. For example, a student departing at any point in Term 2 having paid the whole year's fees in advance, may be refunded for Terms 3 & 4.
- Students changing subjects may be eligible for a refund for essential student learning items fees if changing between subject units within the first week of the semester. Any changes outside of this timeframe are at the Principal's discretion.



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- No refund is available for material kits/material charges where the costs have been incurred for the project or the student has taken ownership of the materials/project, i.e. woodwork, food studies.

### Optional Items

- Students withdrawing from camps, excursions and extra-curriculum activities will not automatically be entitled to a refund.
- Refunds will only be processed once all outstanding costs are met.
- A refund (less any non-refundable deposit) may be payable to the parent/guardian if the Principal deems the withdrawal from the activity is due to unavoidable circumstances i.e. illness. Proof may be required e.g. medical certificate.
- Where the school is charged for the provision of a program or service as a bulk cost and not per head cost, no refund/credit is able to be given.
- Where there is a combination of a bulk charge and a 'per head' charge for an excursion, incursion or activity, only the 'per head' component may be refunded upon request.

### Voluntary Financial Contributions

- Donations and voluntary financial contributions are non-refundable

## AUTHORISATION

This policy and procedure was ratified by School Council on: 3/12/2019

Signed: [Signature] (School Council President)

Signed: [Signature] (School Council Executive Officer)