



REFUND POLICY

Rationale:

The College must ensure that the provision of services for students, (i.e. excursions/incursions/camps/visiting groups) do not incur direct costs to the College, nor cause the College to run at a loss.

Aims:

To provide a fair and equitable refund system.

Guidelines:

All activities run by the College, whether on or off campus, must be approved by a member of the principal class.

Excursions or Incursions:

- Where the College 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.
- A refund for activities will depend on the College recouping charges which have been outlaid in good faith by the College on behalf of the student, i.e. if the activity attracts an entry fee this fee will only be refunded if the College does not need to pay the fee for those who do not attend and have been booked to attend. Similarly if a bus is hired, the cost of the bus must be covered before a refund may be given.
- Where a "per head" fee is charged refunds will apply.
- Where there is a combination of a bulk charge and a "per head" charge in an excursion e.g. visit to a zoo. Bus charge is bulk cost. Entry fee is per head cost. Only the "per head" component is able to be refunded.
- Where the event or activity is cancelled by the College a refund will apply.

Camps, Overnight Activities, VET, Sport and similar activities

- Deposits paid for College camps will be non-refundable unless cancelled by the College.
- If a student decides not to continue with this activity a refund will depend on the ability of the College to recoup the costs for the activity. A 10% administration cost will be deducted from the refund.
- If a student withdraws from a Camp, the incurred budgeted costs of buses, teacher replacement and deposit may be charged against any refund payment.
- If an event is replaced by another alternative event the funds paid into the first one will not be refunded but transferred to the new one.

Electives

- When an excursion as part of an elective does not occur a refund will apply.
- Where a "per head" fee is charged refunds will apply.

Evaluation:

The effectiveness of this policy will be reviewed as part of the College's four year review cycle.