



Warrandyte High School Refund Policy

Rationale:

Warrandyte High School encourages all students to participate in extra curricular activities including attendance at camps and excursions. There will be occasions when for whatever reason(s) a student needs to withdraw from a camp or excursion after they have made payment to the school for all or part of that activity. Warrandyte High School must ensure that the provision of all extra curricular activities, do not incur costs directly on the school or do not run at a loss.

Responsibility:

Principal

Responsible for-

- Ensuring that the School Business Manager implements the policy.
- The Principal has the discretion to view circumstances on an individual basis.

Business Manager

Responsible for –

- Ensuring the policy is implemented.

Outcomes:

- To provide a fair and equitable refund system.
- To describe the process involved in decisions behind eligibility for refunds .

Guidelines for implementation:

- Where the school is charged for the provision of a program or service as a bulk cost and not per head, no refund is able to be given.
- Where a fee “per head” is charged, refunds in full or in part are able to be given.
- Where there is a combination of a bulk charge and a “per head” charge in an excursion or activity, only the “per head” component is able to be refunded.
- No refund will be payable to the students withdrawing where the school deems the withdrawal was avoidable and the school has incurred the full costs of the excursion.

- Where the withdrawal from a camp or excursion is due to suspension under Student Discipline Procedures, the Principal will determine whether a refund of any type is possible.
- Where the school makes a decision to cancel a camp/excursion or activity due to insufficient numbers, the amount paid by the students shall be refunded in full.
- **Refunds will be only made through direct deposit.**