



## 4.33 REFUND POLICY

### POLICY

Beaumaris North Primary School is committed to providing a fair and equitable refund system.

### PURPOSE

Beaumaris North Primary School will 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 activities and events at a loss.

### IMPLEMENTATION

Refunds will ONLY be given under the following circumstances:

- If a refund is required due to a student changing Schools, a written application needs to be submitted at least 2 weeks in advance of the transfer.
- If the requested refund is because of sickness or accident, claims for reimbursements must be made in writing within 2 weeks of the event.

### REFUND CATEGORIES

#### Voluntary Contributions

All voluntary contributions are non refundable.

BNPS has committed projects to the expenditure that these contributions cover:

- Building Maintenance Fund - the Building Fund donations is a tax deductible item. The school cannot under any circumstances refund donations due to tax implications.
- Computers, Technology and Support Contribution
- First Aid Contribution
- School Contribution

#### Stationery Pack

Stationery Packs are non refundable. All stationery items will be returned to the student at the end of each year or if they leave the school.

#### Essential Student Learning Items

Pro-rata refund item. Teachers organise the whole year activities or purchase material and pay bulk costs in advance. The school will only refund students who are leaving the school. To simplify the refund process, the school will refund the pro-rata amount for the terms that the student is yet to attend (e.g if a student will be leaving the school during Term 2 or at the end of Term 2, he or she will be refunded for the Term 3 and Term 4 pro-rata items).

## Optional activities

### ■ Key Experiences

If the student leaves the school and the Key Experiences have been paid in advance for the year, the school will refund the amount for any Key Experiences that have not occurred to date.

### ■ Camp

Deposit of a camp fee is non-refundable as the school needs to organise the venue, bus and activities in advance. If the student does not attend the camp at all, parents may request a refund in writing. The camp fee excluding deposit will be refunded.

### ■ Swimming

Intensive swimming programs are booked in advance. Full payment must be received by the nominated closing date. No refunds are available if a child is sick or unable to attend a swimming session.

## Discretionary Refunds

Refunds may be granted at the discretion of the Principal.

*Ratified by School Council August 2018  
Next Review Date 2021*