



## REFUND POLICY

### Rationale:

- To outline the process of applying for a refund of any payment made to the school

### Aims:

- To ensure that the process of applying for a refund is
  - Straightforward
  - Understood before any payments are made
- To ensure that the payment of the refund doesn't disadvantage the school in any way

### Implementation:

- Implementation and approval is the responsibility of the Business Manager or their delegate
- Refunds will only be given in the following circumstances:
  - The activity or excursion has been cancelled by the school
  - The school does not permit a student to participate or attend an activity or excursion due to suspension or behavioural consequence; or any other exclusions
  - Serious injury/illness prevents the student from participating in the activity or excursion
  - In such other cases as fair and equitable treatment warrants. Such decisions to be at the sole discretion of the Principal
- Where a refund is requested in respect of a specific activity or excursion, whether a stand alone event or a continuing program, a full refund will be made only where;
  - All Essential Education Items have been paid, and:
  - No financial loss is incurred by the school due to it having already committed financially to the event or activity by way of a deposit and/or where the school has committed to student numbers.
- Where the School has incurred unrecoverable expenses, a pro rata share of these expenses may be deducted from any refund payable due to a student withdrawing, or being withdrawn, from the activity or excursion (eg a pro rata contribution to the cost of a bus to the activity may be retained, with the entry fee being refunded).
- Refunds will only be processed upon the Parent/Guardian completing a Request For Parent Refund Cheque Form (See attached)
- The Request For Parent Refund Cheque Form will provide for payment by cheque.
  - In the event the refund is requested via Direct Deposit, this will be processed using the Pay Anyone Facility on Commbiz

- This policy will be made available to parents on the school website and at the school office.

**Evaluation:**

- This policy will be reviewed annually by School Council to confirm and enhance internal control procedures

This policy was last ratified by School Council in.....

March 2018

This policy will be reviewed by School Council in ...

March 2019



# TRUGANINA SOUTH PRIMARY SCHOOL

## Request For Parent Refund

Student Name: .....Community: .....

Amount: ..... Receipt .....

Reason for Refund: .....

Payable to: .....

Address: .....

Parent Signature: ..... Date: .....

### Office use only

Attachments: Family Statement

Receipt or Receipt Report

Family code: \_\_\_\_\_

Fee Code: \_\_\_\_\_

Subprogram \_\_\_\_\_

GL code \_\_\_\_\_

GST Code: \_\_\_\_\_

Invoice Amount: \$ \_\_\_\_\_

Invoice Batch Number: \_\_\_\_\_

Invoice Date: \_\_\_\_\_

Credit Note/Refund Amount: \$ \_\_\_\_\_

Credit to be refunded

Credit to be applied to outstanding fees:

List of fees for credit:  
\_\_\_\_\_  
\_\_\_\_\_

Prepared by: \_\_\_\_\_ (signature)

Program Leader: \_\_\_\_\_ (signature)

### Finance Manager:

Details verified:

GST Code for Credit Note: \_\_\_\_\_

Credit raised (DF31021 or DF31010) (if required):  Batch No.: \_\_\_\_\_

Credit allocated to outstanding fees invoices or:

Payment processed (DF31071):  Batch No.: \_\_\_\_\_

Payment Allocated to Credit/Unallocated Receipt:

Signature: \_\_\_\_\_