



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a pro rata share of these expenses may be deducted from any refund payable due to a student withdrawing, or being withdrawn, from the activity or excursion (eg a pro rata contribution to the cost of a bus to the activity may be retained, with the entry fee being refunded).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 Form (See attached)
- The Request for Parent Refund Form will provide for payment by direct deposit.
 - This will be processed using the Direct Credit Facility on CommBiz
 - School Council will endorse all "Pay Anyone" direct credit payments made 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/enhance internal control procedures.

Proposed amendments to this policy will be discussed with Administration Staff, Leadership Team, and Finance sub-committee.

REVIEW CYCLE

This policy was last ratified by School Council in.....	February 2021
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This policy will be reviewed by School Council in ...	February 2022
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TRUGANINA SOUTH PRIMARY SCHOOL

Request for Parent Refund

Student Name:Community:

Amount: Receipt

Reason for Refund:

Payable to:BSBAccount No.....

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: _____