

FAMILY CREDIT / REFUND POLICY

Financial

Rationale

Saltwater College believes that the Camps and Excursion program is highly beneficial for students and provides opportunities for particular learning experiences that cannot be gained in the classroom. Saltwater College encourages all students to participate in camps and excursions.

There will be occasions when a student needs to withdraw from a camp or excursion after they have made payment. The school must ensure that the provision of services for students (i.e. excursions / incursions / camps / visiting groups / services) do not incur direct costs to the school.

Aims

To provide a fair and equitable credit/refund system.

Guidelines

Students withdrawing from camps and excursions will not be automatically entitled to a credit/refund.

1. Where the school is charged for the provision of a program or service as a bulk cost and not a "per head" cost, no refund or credit will be necessarily available. Credits/refunds will be at the Business Manager's discretion and only after ascertaining if all the School's outstanding costs are met.
2. Where a "per head" fee is charged, a credit to your family account may be considered with proof of a Medical Certificate, except if the event is governed by the number of instructors required – e.g. swimming.
3. Where there is a combination of a bulk charge and a "per head" charge in an excursion (e.g. visit to a zoo where the bus charge is bulk cost and the entry fee is a per head cost, only the "per head" component will be credited to the family's account.
4. Any excursion/incursion cost that has been paid and then cancelled, which is out of the School's control, will be automatically credited to the family's account and can be used for any other outstanding costs during the student's time at Saltwater P-9 College.
5. Any voluntary parent contributions paid are generally utilised immediately for the purposes originally stated. Therefore any contributions paid are unable to be refunded at a later date.
6. Final camp numbers are required to be reported to the camp one (1) month prior to camp date. Therefore, full camp payment (deposit + balance) is required to be paid to the school by this timeframe. Your child will not be guaranteed inclusion in the final camp numbers if full payment has not been made by this stage unless a prior financial arrangement has been made/discussed with the school and a signed payment plan form has been submitted.



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7. Deposits paid for camps are non-refundable. Camp balance payments will not automatically be entitled to a credit/refund even if a medical certificate has been obtained. If a student withdraws from camp, or if the camp is cancelled by the School, then it is at the Principal's or Business Manager's discretion as to whether a family credit can be provided. A credit will only be considered after ascertaining if all the School's outstanding camp costs are met.
8. If full payment is made for an interstate camp (Year 6 Canberra) and the child is unable to attend, a Medical Certificate must be provided for consideration of a credit/refund from the Insurance Company.
9. The 'Camps and Excursion Credit / Refund Request' form (on page 3) must be completed for all reimbursements within **14 days of the event**. Form available from the office.
10. Credits/Refunds will be processed once all outstanding costs are met which includes outstanding fees.

Evaluation

This policy will be reviewed as part of the college's annual review cycle.



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CREDIT / REFUND REQUEST FORM

Student's Full Name: _____ Grade: _____

Reason for Credit / Refund:

Amount to be credited / refunded: \$ _____

Please tick one of the below options:

Please allocate to outstanding charges on my account

Please leave credit on my account for future outstanding charges

Please refund via my bank account

Account Name:

BSB:

Account Number:

Parent Signature:

Parents Full Name: _____

Parent Signature: _____ Date: _____

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OFFICE USE ONLY

Approved: Yes No

Credit / Refund Amount: \$ _____

Authorised by: _____

Signature: _____ Date Processed: _____