

### **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 / camps / visiting groups / services) do not incur direct costs to the school.

Should a student leave Saltwater College at any stage during the year, Essential Educational Items and IT Contribution will be calculated pro rata per term (e.g. individual yearly fee of \$200 will be divided by four terms) and a refund will be given to the family.

### **Aims**

To provide a fair and equitable refund system.

### **Guidelines**

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

1. Where the school is charged for the provision of a program or service as a bulk cost and not per head cost, no refund will be available until all outstanding costs are met.
2. Where a "per head" fee is charged refunds can be given 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 can be refunded.
4. Deposits paid for school camps will be non-refundable unless either cancelled by the school or at the Principal's discretion.
5. The 'Camps and Excursion Refund Request' form must be completed for all reimbursements within 14 days of the event. Form available from the office.
6. Refunds will be processed once all outstanding costs are met.

### **Evaluation**

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



Saltwater  
P-9 College

wisdom begins with wonder

# REFUND REQUEST FORM

Student's Full Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Reason for Refund: \_\_\_\_\_

Amount to be 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

Refund Amount: \$ \_\_\_\_\_

Authorised by: \_\_\_\_\_

Signature: \_\_\_\_\_ Date Processed: \_\_\_\_\_