



## **POLICY STATEMENT**

Christmas Hills Primary School encourages all students to participate in extra-curricular activities including, camps & excursions. However, the school must ensure that these activities do not run at a loss and as a result incur costs to the school. There will be occasions when for whatever reason(s), a student needs to withdraw from a program, camp and/or excursion after they have made payment to the school for all or part of that activity.

### **AIMS:**

- To provide a fair and equitable refund system.

### **IMPLEMENTATION:**

Students withdrawing from: Camps & Excursions:

Where no cost is incurred by the school, a full refund shall be payable provided that:

- the student's place is filled by another student;
- the school deems the student's withdrawal was unavoidable. e.g. illness

A partial refund shall be payable to the student withdrawing when:

- the school deems the student's withdrawal was unavoidable but has incurred expenses relating to the withdrawal. In such cases, the refund will be the amount paid by the student, less expenses incurred by the school as a result of the withdrawal.

No refund will be payable to the student withdrawing when:

- The school deems the withdrawal was avoidable and has incurred the full costs of the camp or excursion.

Refunds will only be given when requested in writing within 21 days of the excursion taking place or the commencement of the camp. Where the school makes the decision to cancel a camp or excursion due to insufficient numbers, the amount paid by the student shall be refunded in full.

Where a camp or excursion has to be rescheduled because of Government warnings, e.g. fire danger parents may request a refund of monies paid by them less any funds retained by the Booking Company for the rescheduled trip.

The Principal will have the capacity to view special circumstances on an individual basis.

### **EVALUATION:**

This policy will be reviewed tri-annually as part of the school's periodic review cycle.