



College council will review this policy every three years or as directed by DET

Date approved: June 2018

Date of next review: 2021

RATIONALE

To ensure there is a fair and equitable refund system in place at Doncaster Secondary College following payment for camps, excursions, incursions, essential student learning items and extra-curricular activities which have not been fully accessed.

To read in conjunction with:

PAYMENT POLICY

CAMPS, TOURS, EXCURSIONS REFUND & STUDENT RETRIEVAL POLICY

AIMS

This policy is developed to provide guidelines in determining eligibility for a full or part refund for charges paid to the college for essential student learning items, materials, camps, excursions and extra-curricular activities and to ensure that the provision of optional services do not incur direct costs to the college.

GUIDELINES

- All refund requests must be made in writing.
- A request for a refund does not automatically equate to a full refund of monies paid.
- The policy will ensure that the provision of optional services (i.e. camps, instrumental music) do not incur direct costs to the college.

ESSENTIAL STUDENT LEARNING ITEMS:

- Where payment has been received for the essential student learning items and the student is exiting the college, a pro-rata refund dependant on the number of terms the students has been enrolled at the college may be applicable.
- Students changing subjects may be eligible for a refund for essential student learning items fees if changing between subject units, i.e. between Semester 1 & 2 and remaining at the college.

OPTIONAL ITEMS:

- No refund is available for kits/material charges where the costs have been incurred for the project or the student has taken ownership of the material/project, e.g. woodwork, food tech.
- Students withdrawing from camps, excursions and extra-curricular activities will not automatically be entitled to a refund.
- A refund (less any non-refundable deposit) may be payable to the parent / guardian if the Principal deems the withdrawal from the activity is due to unavoidable circumstances, i.e. serious illness. Proof will be required, e.g. medical certificate.
see: Camps, Tours, Excursion Refund & Student Retrieval Policy
- Where the college has paid a 'group fee' as opposed to a 'per head fee', a refund cannot be calculated until all costs associated with the camp, excursion or incursion have been met.
see: Camps, Tours, Excursion Refund & Student Retrieval Policy

IMPLEMENTATION:

- The Refund Policy is to be communicated to parents / guardians via College Website
- Complete a Request for Refund Form and return to General Office.
- Additional documentation provided by the family to be attached to the Request for Student Refund Form i.e. medical certificate or statutory declaration.
- Family Statement to be attached to Student Refund Form to demonstrate payment.
- Business Manager to determine what individual costs have been incurred by the college
- Principal to approve refund.
- Notification will be given if refund is declined.
- Refund payment is made as per CASES 21 Finance Business Process Guide through the accounts payable process.