

OAKLEIGH SOUTH PRIMARY SCHOOL

REFUND POLICY

PURPOSE

Oakleigh South Primary 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, nor cause the school to run at a loss.

Oakleigh South Primary School will implement the measures outlined below, in accordance with Department guidelines. This policy intends to safeguard and protect the staff involved in the receipting and collection of monies and minimise the risks associated with cash handling.

AIMS

To provide a fair and equitable refund system.

IMPLEMENTATION

- Where the school is charged for the provision of a program or service as a bulk cost and not per head cost, no refund is able to be given.
- Where a "per head" fee is charged, refunds are able to be given subject to discretion.
- Where there is a combination of a bulk charge and a "per head" charge in an excursion e.g. visit to a zoo, the bus charge is a bulk cost and entry fee is per head cost. Only the "per head" component is able to be refunded.
- All claims for reimbursements must be made in writing within 14 days of the event.
- The co-ordinator of the camp or excursion will have the capacity to review special circumstances on an individual basis.
- When students pay for lost library books and subsequently find the books, no refund of payment will be given after 14 days from the date of receipt of the student payment.

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 School Council.

REVIEW CYCLE

This policy was reviewed and updated in September 2020 and is scheduled for review in September 2021.