**BUDGEWOI PUBLIC SCHOOL**

**POLICY ON REFUNDS**

Each year teachers plan a number of excursions, guest speakers and various activities which enhance the educational programs being offered in classrooms. These activities usually have a cost associated with them. Occasionally children are disappointed when they are unable to participate in the activity because they are sick on the day etc. in such cases parents often request a refund of the fees that have been paid.

In making a decision regarding a refund one issue has to be considered. ***Has the school already spent money for the student to participate in the activity?***

If the school has already had to pay for the activity then a refund cannot be given. For example in the case of a live show, the seats had to be booked and pre-paid. In this case this money could not be refunded.

When buses are used to transport children the total cost of the bus is divided by the total number of children ***expected*** to attend. It is therefore not possible to give refunds on bus travel.

However some visiting performances charge on the basis of the children present on the day. Therefore, the school did not have to outlay any money and a refund would be possible.

The school appreciates that sometimes a student will need to withdraw from a excursion at short notice, for a legitimate reason such as sickness. In these circumstances a full or partial refund may be given, provided the giving of the refund does not leave the school short to cover the total excursion costs. A student changing their mind at the last minute is not considered an acceptable reason for withdrawing or requesting a refund. A request for refund must be made in writing, stating the reason for the student withdrawing from the excursion.

Please appreciate that with some excursions a refund may not always be possible. If a full or partial refund is to be given then this refund must be in the form of a cheque drawn to the parent/s listed on the student’s enrolment form. This is Departmental Policy and cannot be varied.