



## REFUND POLICY

### Purpose/Rationale

Oberon Primary School must ensure the provision of services, such as excursions, incursions and camps, do not result in the school incurring costs, or cause the school to run at a loss.

### Aim

To provide a fair and equitable refund system.

### Implementation

For students withdrawing from a special activity (e.g. camps and excursions):

1. **No refund** is able to be given when the school is charged a “bulk cost” (and not a “per head charge”) for provision of a program or activity.

Any refund given under these circumstances would result in the school incurring a cost, which would in turn, cause the school to run at a loss. Thus a refund is not permissible.

2. **A partial refund** is able to be given when there is combination of a “bulk charge” and a “per head charge” for an activity. For example, a trip to the Museum will incur a “bulk charge” for bus hire, but a “per head” fee for entry to the museum. Only the “per head” component of excursion cost (i.e. the entry fee) is able to be refunded.
3. **A full refund** is able to be given where the school has incurred no cost as a result of the student’s withdrawal from the activity.
4. Deposits paid for school camps will be **non-refundable** unless the camp is cancelled by the school.
5. **All claims** for refunds must be made, in writing, within 14 days of the completion of the camp/excursion/activity.

### Evaluation

This policy will be reviewed as part of the school’s annual cycle.

### Related OPS Policies

Anaphylaxis Policy, Anti-Bullying Policy, Camps Policy, Payment Policy, Student Wellbeing Policy

**This policy was ratified by the School Council on: 25/02/2020**

**NEXT REVIEW DATE:** Feb 2021

