



ELTHAM HIGH SCHOOL

POLICY DOCUMENT:

REFUNDS for ACTIVITIES

INTRODUCTION

Parents/Families/Guardians are asked to pay for a variety of activities and services run by Eltham High School. From time to time there may be occasions where the student is unable to attend the activities for a variety of reasons. The aim of this policy is to have a fair and equitable system in place and to provide a clear understanding of how refunds will be processed.

PHILOSOPHY

Eltham High School encourages students to attend a wide range of activities to enhance their learning experience. The School must ensure that the provision of any activity for students does not incur a cost directly on the School and that the activity does not run at a loss. When students withdraw from an activity after payment has been made to the School for all or part of the activity, a refund may be applied for in line with this policy.

POLICY STATEMENT

This policy covers the processes required by parents/families/guardians to apply for refunds and also process that the School will undertake to provide refunds.

GUIDELINES FOR IMPLEMENTING THIS POLICY

- All refunds must be applied for in writing, other than when the School cancels an activity.
- A refund will be considered in light of the viability of the activity for other students being compromised and/or the School being financially disadvantaged as determined by the Principal.
- Parents/families/guardians must apply for a refund no later than 14 days after the activity taking place.
- All refunds will be made via cheque or other agreed process.
- If a student cannot attend an activity due to school discipline processes, a refund will usually be given except in circumstances when the viability of the activity for the other students is compromised and/or the School being financially disadvantaged as determined by the Principal.

RELATED POLICY

This policy is to be read in conjunction with the following policies:

EMA Policy

Debtors – Payment of Accounts

BASIS OF DISCRETION

The school Principal, or his delegate, will determine all refund requests.

REVIEW:

This policy is to be reviewed every 3 years.

Date Endorsed: 17th March 2010

Executive Officer
Eltham High School Council