

# Corowa Public School

Caring Learning Succeeding Together

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## REFUND POLICY

### RATIONALE:

Each year teachers plan a number of excursions, visiting performances, guest speakers, author visits, sporting and various activities which enhance the educational programs being offered within the school. 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, or miss the bus, 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 paid 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 an excursion where attendance at venues has been booked and pre-paid. In this case this money cannot 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.

### REFUNDS WILL BE ISSUED FOR:

- **In-school Performances** - where the cost is calculated by the number of students who attend. If a student has paid prior to the performance and does not attend on the day, a refund will be issued. Refunds will be issued to the students in the days following the performance. Parents are not required to request a refund in this case.
- **School Swimming Scheme** – where a student has paid for lessons and has been unable to attend. Refunds will be issued for pool admission. A parent request for refund is required.
- **Excursions** – where a student has paid to attend an excursion and does not attend. All monies paid **less** the non refundable deposit will be refunded. A parent request for refund is required.

### REFUNDS WILL NOT BE ISSUED FOR:

- **Bus travel** - where the bus has been booked on the number of students expected to attend.
- **Excursions** – where a student has paid the non refundable deposit.
- **Performances/School Activities** – where the school has booked and pre-paid for the activity.

### REFUND REQUESTS:

- All refunds must be requested in writing to the Principal.
- Refunds must be requested within **TWO WEEKS** of completion of an activity.
- Refund request forms are available from the school office and school website.

Experience and Dedication ~ Preparing your child for the future