 <p>Belmont High School 'Strive for the Highest'  www.bhs.vic.edu.au</p>	<h1>Refund Policy</h1>	
<p>Policy Status: Final</p>	<p>Document Owner: Business Manager</p>	<p>Authorised by: BHS School Council</p>
<p>Date of issue: 26/11/2024</p>	<p>Review Date: November 2025</p>	<p>Version 5</p>

## RATIONAL

This Policy sets out the conditions under which the refund of parent/guardian payments may be granted and defines how refunds will be considered and administered by Belmont High School.

Belmont High School encourages all students to participate in extra-curricular activities including attendance at camps and excursions which is highly beneficial for students and provides opportunities for particular learning experiences that cannot be gained in the classroom. Parents/guardians are responsible for payment of these activities.

This policy is to provide guidelines to assist in determining eligibility for a full or partial refund of payments if a student (for whatever reason) needs to withdraw from an activity after they have made payment to the school for all or part of that activity.

The Department of Education requires all schools to ensure that the provision of optional services and activities (i.e. excursions / camps / visiting groups / services) do not run at a loss, and as a result, incur costs to the school (as per the Department of Education and Training Internal Controls for Victorian Government Schools 2015).

## AIMS

To provide a fair and equitable refund system and ensure that the process of applying for a refund is:


- Straightforward
- Understood before any payments are made
- Ensure that the payment of the refund doesn't disadvantage the school in any way.

## DEFINITIONS

The Payment refers to monies received by the school for an activity or an event. ***The school will not refund Curriculum Contributions.***

## GUIDELINES

- All requests for refund must be in writing by filling in a refund request form provided by the school within 14 days of the event or student exit from the school.
- A request for a refund does not automatically equate to a full refund of monies paid. The school will assess every request on its merit.
- No cash refunds will be made under any circumstances as per the Department of Education and Training Internal Controls for Victorian Government Schools 2015
- Refunds will be made to families as a credit, applied through the CASES21 program following approval by the Principal and School Council. These credits can be used against any future payments that are outstanding for the family and will be allocated through CASES21.
- When required, payment of refunds will be made via direct deposit into a nominated bank account.

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- The policy will ensure that the provision of optional services (i.e. camps, instrumental music) do not incur direct costs to the school
- The Principal will have the capacity to view special circumstances on an individual basis.

## IMPLEMENTATION

### Optional Items

#### Excursions / camps / extra-curricular activities / visiting groups / services

- Students withdrawing from camps, excursions and extra-curricular activities will not automatically be entitled to a refund.
- Refunds will not be provided for non-refundable deposits, where this has been communicated by the school prior to the collection of the deposit.
- Refunds will only be processed once all outstanding costs are met.
- A refund (less any non-refundable deposit) may be payable to the parent/guardian if the Principal deems the withdrawal from the activity is due to unavoidable circumstances i.e. illness. Proof may be required e.g. medical certificate.
- Where the school is charged for the provision of a program or service as a bulk cost and not per head cost, no refund/credit is able to be given.
- Where there is a combination of a bulk charge and a 'per head' charge for an excursion, incursion or activity, only the 'per head' component may be refunded upon request.
- Where a student's behaviour is deemed unacceptable and results in the student being sent home from a camp, no credit will be given

### Voluntary Financial Contributions


#### Curriculum Contributions / Building Fund / Library / Other Voluntary Contributions

- Donations and voluntary financial contributions are non-refundable

## REVIEW CYCLE AND AUTHORISATION

This policy was ratified by School Council and was last updated on 26/11/2024 and is scheduled for review in November 2025.

Signed:  (School Council President)

Signed:  (School Council Executive Officer)