

A Respectful and Responsible Learning Community  
**2021 Refund Policy**

**PURPOSE**

This policy is developed to provide guidelines and outline circumstances where payments made to the school can be refunded to parents/carers.

**GUIDELINES**

Types of payments for which refunds might apply;

School Councils are able to request payments or contributions for education items and services from parents and guardians for students in Victorian government schools in the following three categories:

All administrative and financial processes are compliant with Department of Education and Training (DET) requirements, including CASES 21 financial reporting.

**1. Essential education items**

**These are** items, activities or services that are essential to support student learning of the standard curriculum. These are items that the school considers essential for all students and which students take possession of. Parents may choose to provide the items themselves or buy the items from the school where practical and appropriate.

These items can include:

- materials that the student takes possession of, including text books and student stationery;
- materials for learning and teaching where the student consumes or takes possession of the finished articles (e.g. cooking, ceramics, photography, visual arts);
- transport and entrance for camps and excursions which all students are expected to attend.

**2. Optional education items**

These can also be referred to as non-essential materials and services. These items are those that are provided in addition to the standard curriculum program, and which are offered to all students. These optional extras are provided on a user-pays basis and if parents choose to access them for students, they will be required to pay for each item.

These items can include:

- extra-curricular programs or activities e.g. instrumental music, dance classes
- school-based performances, productions and events
- excursions and incursions
- additional school items such as student/ class photographs.

**3. Voluntary financial contributions**

Are those items and services under which parents are invited to make a donation to the School, for example for grounds maintenance or library trust.

**IMPLEMENTATION:**

School activities such as (but not limited to) incursions, excursions, camps and purchases must be paid for prior to the event, and be accompanied by a signed parent authority where appropriate.

Our school will consider requests for partial or full refunds of payments made by parents on a case by case basis taking into account the individual circumstances. Generally we will not be able to refund payments made for items purchased or costs that have already been paid where those funds have already been transferred to a third party. For example, camp costs when a child becomes unwell and cannot attend in circumstances where the payment

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has already been made or committed to a third party and no refund is available to the school. Where possible, we will make this clear to parents at the time of payment.

**RELATED POLICIES:**

Parents Payments Policy

**POLICY EVALUATION:**

This policy will be reviewed annually.

**This policy was last ratified by School Council on: 25<sup>th</sup> March 2021**