Bulleen Heights School
Autism Spectrum Disorder

Refund Policy

Purpose:

The school must ensure that the provision of services for students, (i.e. excursions / camps / visiting groups / services) do not incur direct costs to the school, nor cause the school to run at a loss.

Aims:

To provide a fair and equitable refund system.

Implementation:

1. Where the school is charged for the provision of a program or service as a bulk cost and not per head cost, no refund is able to be given.
2. Where a "per head" fee is charged refunds are able to be given subject to discretion.
3. Where there is a combination of a bulk charge and a "per head" charge in an excursion e.g. visit to a zoo, the bus charge is a bulk cost and entry fee is per head cost. Only the "per head" component is able to be refunded.
4. Where a swimming lesson is not able to be conducted, a makeup class will either be conducted in the same year or following year, negating the need for a lesson's refund.
5. A medical certificate is required for the student who cannot attend the whole swimming program due to illness.
6. All claims for reimbursements must be made in writing within 14 days of the event.
7. Authorised refunds will be provided as a credit to the family's account and parents may deduct the amount from any invoices they are required to pay including the following year's contributions.
8. The Principal will have the capacity to view special circumstances on an individual basis.
9. Points 3 and 4 to be included on all excursions/camps/visiting groups/services notices where there are charges.

Evaluation:

- This policy will be evaluated annually according to DET financial regulations

Endorsement:

School Council ratified this policy: November 2016