

**PURPOSE:**

The School Council has the responsibility for monitoring school funds and ensuring that a fair and reasonable process for managing refunds is developed and implemented. Refunds are to be kept to a minimum so that programs do not run at a loss.

GUIDELINES:

- Refunds under \$15.00 to be at the discretion of the Principal, Assistant Principal or Business Manager and will be credited towards future payments.
- Refunds will be approved by the Principal, Assistant Principal or Business Manager.
- Requests for refunds must be in writing no more than 7 days after the event.
- A full refund will only be paid when accompanied with a medical certificate or at the discretion of the Principal, Assistant Principal or Business Manager.
- 50% of the fee will be refunded if no medical certificate is provided.
- Deposits are non refundable.
- When an event is cancelled by the school or organisation all paid monies will be credited towards a forthcoming excursion/incursion, unless a specific written request is made by the parent within seven days.
- Bank statements must be checked to ensure that funds have been credited to the school account before any refunds for any EFTPOS transaction are made.

EVALUATION:

This policy will be reviewed every 3 years unless a shorter time frame is required.