Refund Policy
(Ratified by School Council: October 2015)

PURPOSE:

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

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 three categories:

- essential education items
- optional education items
- voluntary financial contributions.

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

Essential education items

These items 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. home economics, ceramics, photography, catering);
- school uniform;
- transport and entrance for camps and excursions which all students are expected to attend.

Optional education items

These items 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.
**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 building 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.

Refunds are all subject to the discretion of the Principal on a case by case basis, and usually follow the guidelines below.

**Essential education items**
- Refunds are not available for payments made for essential education items that are retained by the student. This includes;
  - text books and student stationary
  - School uniform purchases
- Refunds may be available for payments made for essential education items that include;
  - School uniform purchases in original new condition.

**Camps, excursions and incursions**
- Refunds are not available where payment for transport and entrance fees (etc) is a flat charge split across the number of students expected to attend.
- Refunds are not available when the school will be out of pocket
- Refunds may be available when the school receives a credit from a third party provider involved in the camp or excursion.

**Optional education items**
- As these are usually charged on a user-pays basis, refunds are usually available for payments made for optional education items. The following criteria must be satisfied;
  - The student has not participated in the service, or received the item that has been paid for.
  - The school in turn receives a credit for payments where a third party is involved (eg. Instrumental teacher or admittance fees and charges)
  - The school is not out of pocket for any expenses

**Voluntary financial contributions**
Refunds are all subject to the discretion of the Principal on a case by case basis, and usually follow the guidelines below.

- Refunds can be provided on a pro-rata basis if a student ceases to be enrolled at Glen Waverley Primary School. A written request for refund should be directed to The Principal, Glen Waverley Primary School, PO Box 6, Glen Waverley 3150 or glen.waverley.ps@edumail.vic.gov.au
RELATED POLICIES:
Parents Payments Policy

POLICY EVALUATION:
Evaluation will be conducted every 2 years by the Education Committee.

DUE DATE FOR REVIEW:
Due for review in October 2017