



REFUNDS POLICY

RATIONALE

All schools are required by DET to maintain effective Financial Controls to minimise the chance of incurring unnecessary loss of money. Mount Waverley Heights Primary School is unable to accept financial responsibility when a child is absent from any activity that has been paid for by the family. Through this policy we aim to provide clarity to the school community regarding requests for the refund of any monies paid by families for: Excursion/Incursion levies, Interschool Sport levies, Essential Educational Items, Voluntary Contributions, School Programs, and Special Events.

GOALS

- To ensure clear understanding of the school's refund policy
- To ensure that the school minimises the chance of incurring any financial loss
- To inform the school community about the:
 - o Payments that cannot be refunded
 - o Process of applying for special consideration

IMPLEMENTATION

- The school should not incur any financial loss in regard to Incursions/Excursions/Special Events/Essential Educational Items/prepayments and Interschool Sport
- A refund will not be given if a child does not attend a planned event or camp due to an absence from school; this includes medical absences
- Any application for special consideration must be put in writing and addressed to the Principal
- Once the request has been made, a refund or partial refund will only be considered if the school, or members of the school community, will not incur any additional costs, as a result of the refund
- The refund policies of various providers (e.g. bus companies) may impact on the implementation of this policy
- In the event of a refund being approved by the Principal; the Business Manager will then be informed of the amount to be refunded and the reason, so this can be entered into CASES21
- Any refund will be transferred electronically under DET guidelines; no cash will be given

Essential Educational Items & Technology Levy:

No refunds will be available. This money makes up a majority of Program Budgets and Program Leaders are directed/encouraged to expend these amounts in Term One

Excursion/Incursion Levy:

No refunds will be available. If the full amount is not expended for the whole year any remaining funds will be used as a part or full contribution towards the end of year excursion, which this prepayment does not cover. If a balance still exists at the end of the school year a refund may be given at the discretion of the Principal. Any activity that falls outside of the excursion/incursion levy (e.g. whole school swimming program) also falls under these guidelines.

Interschool Sport Prepayment:

No refunds will be available. If the full amount is not expended any balance can be used as a contribution towards another sporting event not covered by this prepayment (e.g. basketball round-robin, soccer round-robin, cross-country and athletics).

Other Excursions, camps and activities not covered by the levy

Examples of events not covered in the excursion/incursion/interschool sport levies includes, but not limited to:

- o The annual Swimming Program
- o School Camps and Sleep Over
- o Special events run by the Parents' Association or Student Representative Council
- o ICAS competitions
- o Basketball round-robin, soccer round-robin, cross-country and athletics
- o Music, sports or coding lessons provided by an external provider (these are invoiced directly to families by the provider)

ACHIEVEMENT MEASURES

- CASES21 Finance reports showing total refunds
- This policy will be reviewed as part of the school's three-year review cycle

Status: Reviewed July 2020

Ratified: September 2020

Next Review: July 2023