

Purpose

The purpose of this policy is to explain the refund process at the college.

Scope

This policy applies to students, staff, parents and carers in our community.

Policy

1. Brentwood Secondary College believes:

- That all students should have access to a range of extra-curricular programs which extend and enhance their personal growth and learning
- That, in some circumstances, students may reasonably need to withdraw from an excursion or camp.

2. Brentwood Secondary College aims to:

- Provide an extensive and affordable range of activities
- Minimise the financial impact on school and family budget

Implementation:

- Students withdrawing from camps and excursions are not automatically entitled to a refund
- Where **NO COST** is incurred by the school, a **full refund** will be payable to the student when
 - The student's place is filled by another student
 - The Principal deems the student's withdrawal was unavoidable eg. Illness. Proof of reason for withdrawal may be requested in such circumstances
- Where **SOME COST** has been incurred by the school, a **partial refund** will be payable to the student withdrawing when
 - The Principal deems the student's withdrawal was *unavoidable*. In such cases the refund will be the full amount paid by the student, less expenses incurred by the school as a result of the withdrawal
- Where **FULL COST** has been incurred by the school no refund will be payable to the student withdrawing when the Principal deems the withdrawal was avoidable.

Mode of Refund:

Refunds must be requested in writing to the college and if approved paid into bank account supplied by parent/carer that paid the initial account.

No refunds are to be made from Eftpos machine unless for a payment made in error at the college office, for example incorrect amount entered or amount previously paid. A refund from the Eftpos machine must be made to the same credit card number or account the payment originally came from. All refunds from the college Eftpos machine must be approved by the Business Manager and the Principal.

Endorsed by Resources Committee:

Approved by College Council: