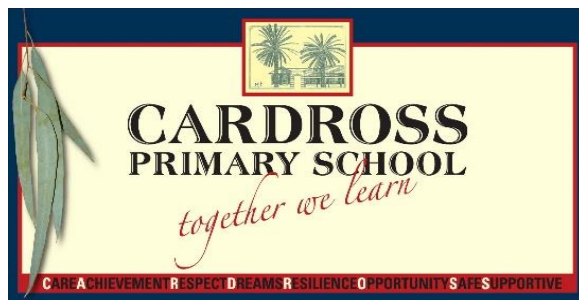


Refund Policy



PURPOSE

Cardross Primary School is committed to providing a fair and equitable refund system. This policy is developed to provide guidelines and outline circumstances where payments made to the school may be refunded to parents/guardians.

SCOPE

This policy applies to:

- All parents/guardians involved in payment of voluntary payments or contributions
- All staff/responsible person involved in the management of parent payments or contributions

POLICY

Types of payments for which refunds might apply;

School Councils may invite voluntary payments or contributions for education items and services from parents and guardians for students in Victorian government schools in the following three categories:

- Curriculum Contributions
- Other Contributions
- Extra-Curricular Items and Activities

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

Curriculum Contributions

Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.

Other Contributions

Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.

Extra-Curricular Items and Activities

Items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides for free to deliver the Curriculum. These are provided on a user-pays basis.

****NOTE**** *Examples of items from each category can be found in Appendix B*

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REFUND CATEGORIES

Stationery Pack

Stationery Packs are non-refundable. All stationery items will be returned to the student at the end of each year or if they leave the school.

Essential Education items/Voluntary Contributions

Pro-rata refund item. Teachers organise the whole year activities or purchase material and pay bulk costs in advance. The school will only refund students who are leaving the school. To simplify the refund process, the school will refund the pro-rata amount for the terms that the student is yet to attend (e.g. if a student will be leaving the school during Term 2 or at the end of Term 2, he or she will be refunded for the Term 3 and Term 4 pro-rata items).

Extra-Curricular Items and Activities

If the student leaves the school and the *Extra-Curricular Items and Activities* have been paid for in advance, the school will refund the amount for any *Extra-Curricular Items and Activities* that have not occurred to date – provided the parent/guardian completes the refund request as per the guidance outlined in this policy.

Swimming

Intensive swimming programs are booked in advance. Full payment must be received by the nominated closing date. No refunds are available if a child is sick or unable to attend a swimming session.

Camps

All camp deposits are non-refundable as the school needs to organise the venue, bus and activities in advance. If the student does not attend the camp at all*, parents may request a refund in writing.

** for accident or illness only*

- 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 may be available when the school receives a credit from a third party provider involved in the camp or excursion.
- **Refunds are not available when the school will be out of pocket**

Discretionary Refunds

Refunds may be granted at the discretion of the Principal.

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Applying for Refund Requests

All refund requests must be placed in writing using the Request for Refund Form (Appendix A) and should be directed to:

The Principal ,Cardross Primary School, PO BOX 150, Cardross 3496

or alternatively: cardross.ps@education.vic.gov.au

Refunds will only be considered when requested within 21 days of the activity/camp non-attendance or a student leaving Cardross Primary School.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Included in staff induction processes and staff training
- Discussed at parent information nights/sessions
- Included in School Camp documentation
- Reminders in our school newsletter
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library: [Parent Payments](#)

LINKED POLICIES

- Parent Payments policy
- Excursions Policy

EVALUATION

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstances.

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Appendix A

REQUEST FOR REFUND

I, parent/carer of

In grade Request a refund of \$.....

(please attached a medical certificate if applicable)

Reason for refund:

Curriculum Contribution

Extra-Curricular Activity

Camps

Please specify reason for refund

I understand and agree that:

1. A refund may not be made to me or be made in full or in part, having regard to the associated expenses already incurred by the school, and the school's refund guidelines provided to me.
2. The school receipt for the original payment is attached/not attached. (Please circle)
3. My details will be kept confidential and will not be used for any other purpose.
4. Mt refund may be made by direct deposit into my bank account

BSB:

Account Name:

Account Number:

.....

Signature of parent/carer

.....

Date

(school use only)

Authorised by: Name:

Signature: Date:

APPROVED Refund Amount: \$_____

Original Receipt Number: _____

.....

Signature of Principal

.....

Date

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PARENT PAYMENTS POLICY

Categorisation of parent payment requests – Primary Schools

The information below is to be used as a reference guide for schools when deciding upon which category a parent payment item should be listed on the [Parent Payment Letter Template](#). The list covers a wide range of potential items and activities that should only be listed by schools when they have a demonstrated need related to their school goals. Further information regarding how schools can request parent payments can be found at www.education.vic.gov.au/pa/pa/parent-payment/policy.

Schools can request contributions from parents under three categories

Curriculum Contributions	Other Contributions	Extra-Curricular Items and Activities
<p>Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.</p> <ul style="list-style-type: none"> • General classroom materials and equipment (e.g. shared classroom stationery, paper, posters/charts, craft items, classroom libraries, readers) • Subject specific materials and equipment (e.g. materials for English, Mathematics, Language, Science, Art, Music, Physical Education) • Provision and upkeep of school devices, peripherals and ICT (e.g. devices owned by the school, class sets, device configuration, maintenance, server/system costs) • Photocopying and printing for students (e.g. printed learning resources) • Curriculum activities (e.g. excursions, incursions, camps, whole-school carnivals, including transport and entry) • Digital and online subscriptions for learning (e.g. Mathematics, Reading Eggs) • Assessments (e.g. online standardised testing) • Supplementary classes within the school's swimming and water safety program and associated costs (attended by all students) • Student planners / diaries 	<p>Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.</p> <ul style="list-style-type: none"> • Sports affiliation costs (e.g. School Sports Victoria affiliation) • Student and parent communication tools (e.g. software such as Compass, Edmodo) • Enhanced student support (e.g. learning support programs, tutoring, homework clubs) • Enhanced wellbeing support (e.g. wellbeing programs, school counsellors, mental health practitioners) • Engaging staff through local payroll (e.g. groundskeepers, additional wellbeing and learning support staff) • School buildings and grounds maintenance and enhancement (e.g. Building Fund) • Library maintenance and enhancement (e.g. Library Fund) • First aid and hygiene costs 	<p>Items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides for free to deliver the Curriculum. These are provided on a user-pays basis.</p> <ul style="list-style-type: none"> • Optional items to keep (e.g. yearbook, school photos, recording of school concert) • Optional Extra-Curricular Activities - school based (e.g. camps, excursions, incursions, guest speakers, sport carnivals and events) • Optional Extra-Curricular Activities - outside of school hours (e.g. social, graduation, award ceremonies) • Alternative curriculum programs (e.g. Montessori, Steiner, Language Immersion) • Private instrumental music lessons and instrument hire • Entry into academic competitions • Additional swimming classes and associated costs (optional and outside the standard swimming and water safety program)

- Schools may also invite parents to supply or purchase educational items to use and own. These items are sold by third party providers and can include **booklist items, stationery, digital devices and peripherals, calculators**. If a student does not provide or purchase their own educational items, the school must ensure the student has free access to what is needed at school to access the school's delivery of the Curriculum

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