

# GLENELG PRIMARY SCHOOL

Diagonal Road Glenelg East SA 5045

T: 8295 3943 F: 8295 2390

E: [DL.1017.info@schools.sa.edu.au](mailto:DL.1017.info@schools.sa.edu.au)

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## REFUND POLICY

### RATIONALE:

To ensure there is a fair and equitable refund system in place at Glenelg Primary School following payment for camps, excursions, incursions, sporting activities, essential student learning items and extra-curricular activities.

### AIMS:

This policy is developed to provide guidelines in determining eligibility for refunds and to ensure that the additional services do not incur direct costs to the school.

### GUIDELINES:

- A request for a refund does not automatically equate to a full refund of monies paid
- Students that are transferring to another Government school will not be given a refund; instead, they will not be charged Materials & services Fees at the new school. Students leaving to go to a private school will be entitled to a refund on a pro-rata basis, depending on which term they are leaving.
- If an agreement to pay by instalments form has been signed and returned, this is seen as the parents/caregivers commitment to pay the invoice in full. This will then be negotiated on a case-by-case scenario. If the school has incurred costs for the activities, refunds will be adjusted accordingly.
- Where the school makes the decision to cancel events due to insufficient numbers, the amount paid by the student/parents shall be refunded in full.
- Where a camp or excursion has to be rescheduled due to Government warnings, parents may request a refund of monies paid by them for the rescheduled trip.
- If a student is leaving Glenelg Primary School any refunds will be negotiated if remaining monies are outstanding.
- To cover the cost of holdings deposits for bookings, all students will pay a non-refundable deposit of \$50.00 for camps.
- The Principal will have the capacity to view each circumstance on an individual basis.

### IMPLEMENTATION:

Once the refund is approved, the returning of funds will be by credit note to the family account for future use or by EFT transfer if no money is outstanding.

If a parent/carer wishes to apply for a refund due to their child's non-participation due to illness for an excursion or camp activity, they may do so by completing a Request for Refund form available from the front office and attaching a medical certificate. If a certificate is not supplied, then no refund will be given.

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## Request for Refund

I \_\_\_\_\_ the parent/caregiver of \_\_\_\_\_

in year \_\_\_\_\_ request a refund of \$ \_\_\_\_\_

(please attach a medical certificate if applicable)

Reason for refund:

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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 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. My refund may be made by direct deposit to my bank account.

BSB: \_\_\_\_\_

Account number: \_\_\_\_\_

Account name: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_

Signature of parent/caregiver

Date

(School use only)

Authorised by: Name \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved refund amount: \$ \_\_\_\_\_

Original receipt number: \_\_\_\_\_

\_\_\_\_\_

Signature of Principal

\_\_\_\_\_

Date