

1. Purpose & Rationale

The school must ensure that the provision of goods and services for students, (i.e. excursions / camps / school levies, etc) does not incur direct costs to the school, nor cause the school to run activities and events at a loss.

2. Policy Goals

To provide a fair and equitable refund system.

3. Implementation

General Refund Rules

Refunds will be given ONLY under the following circumstances:

- If a refund is required due to changing schools, a written application needs to be submitted at least 2 weeks prior to exit the school to receive a refund.
- If a refund is required due to withdrawing from extra-curriculum program or swapping between VCE and VCE-VM, a written application needs to be submitted by the subject/program change deadline (Date as per the timeline announced for submitting change application).
- If the refund is the result of sickness or accident, claims for refund must be made in writing within 2 weeks of the event and supported by a medical certificate.

Detailed Refund Rules

3.1 Non-refundable Charges

- The Building Fund and Library Fund donations are tax-deductible items. The school cannot under any circumstances refund donations due to tax implications.
- Other Contributions are non-refundable charges as the school is committed to the whole year cost in advance. For athletics/swimming carnivals portion if the event is cancelled the school will make decision on a case by case basis.

3.2 Pro-rata Refund Items

- Curriculum contribution charges and VCE-VM:

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 or withdrawing from VCE-VM or swapping between VCE and VCE-VM, but not for absences in individual activities. To simplify the refund process, the school will refund the pro-rata amount for the semester that the student is yet to attend (eg. if a student will be leaving the school during semester 1 or at the end of semester 1, he or she will be refunded for the semester 2 pro-rata items).

- Extra-curriculum program by application charges including SEAL, Instrumental Music, Dance Academy, Sports Academy, Athletic Development Academy and Art Academy.

For these programs at the time of enrolment it is an annual commitment. The school will only refund students who are leaving the school or withdrawing from the program due to injury or other health related reasons. To simplify the refund process, the school will refund the pro-rata amount for the semester that the student is yet to attend.

Note: Deposit of these program is non-refundable. The school needs to organise staffing in advance and is liable for annual payment as per the confirmed staffing which are determined based on deposits received.

3.3 Camp Fees

- Deposit of camp fee is non-refundable. The school needs to organise the venue and bus etc in advance and is liable for payment as per the confirmed student numbers which are calculated based on deposits received.

- If the student does not attend the camp at all with parents' written notice, parents may apply in writing for a refund. If approved (subject to the school's sole discretion) the camp fee excluding deposit will be refunded, otherwise no refund is possible.

3.4 Basketball Academy, Netball Academy and Soccer Academy (Run by external professional coach organisation)

- Deposit of Basketball/Netball/Soccer Academy is non-refundable as it covers Admin and Equipment Charges which the school needs to book in advance and is liable for payment of confirmed enrolment.
- If the student decides to withdraw from the program, parents need to submit written notice to the external provider, the school will refund as per provider's decision (In general pro-rata (excluding deposit) for the semester the students are yet to attend).

3.5 Curriculum / non-curriculum excursion/incursion/activity fees (charge additionally via Compass Event):

Refund will only be granted due to sickness or accident, claims for reimbursements must be made in writing within 2 weeks of the event and supported by a medical certificate.

3.6 Enrolment Deposit:

Refund will only be granted due to change of school, claims for refund must be made in writing by 1st November of previous year.

3.7 Discretionary Refunds (for situation not covered by above)

Refunds may be granted at the discretion of the College Principal.

4. Monitoring & Review

This policy will be reviewed as part of the school's three year review cycle or earlier if required by legislation.

5. Definitions

N/A

6. References

- School Policy and Advisory Guide (<http://www.education.vic.gov.au>)

7. Document Control

Policy Number	AA-000-00	Last Approval Date	18/11/2025
Policy Owner	School Principal	Approved By	School Council
Policy Reviewer	School Council	Next Review Date	November 2028
Review Frequency	Document Availability	Policy Delivery	
<input type="checkbox"/> 1 Year <input type="checkbox"/> 2 Years <input checked="" type="checkbox"/> 3 Years <input type="checkbox"/> As Required <input type="checkbox"/> n/a	<input checked="" type="checkbox"/> College Website <input type="checkbox"/> Student Compass <input checked="" type="checkbox"/> Parent Compass <input type="checkbox"/> Staff Compass <input type="checkbox"/> Staff Information Drive <input type="checkbox"/> Enrolment Pack	<input type="checkbox"/> Annual Staff Meeting <input type="checkbox"/> Annual Parent Meeting <input type="checkbox"/> Annual Student Meeting <input type="checkbox"/> Annual School Assembly <input type="checkbox"/> Per Semester Staff Meeting <input type="checkbox"/> Per Semester Parent Meeting <input type="checkbox"/> Per Semester Student Meeting <input type="checkbox"/> Per Semester School Assembly <input type="checkbox"/> Post-incident Staff Meeting <input type="checkbox"/> Post-incident Parent Meeting <input type="checkbox"/> Post-incident Student Meeting <input type="checkbox"/> Post-incident School Assembly	