1. **PURPOSE**
   1.1 To provide clarity to the school community over the refunding of monies for various activities.

2. **BROAD GUIDELINES**
   2.1 As a general rule, refunds will only be considered upon the request of parents.
   2.2 Once a request has been made, a refund or partial refund, will only be considered if the school has not incurred any costs, or part costs, for that particular activity.
   2.3 The refund policies of various providers will impact on the implementation of this policy.
   2.4 The policy will need to take a number of individual activities into account (see below).

**Camping:**
Student camp costs per head are refundable only if the camp itself is willing to adjust its invoice based on student non-attendance or partial attendance. Schools are generally required to project attendance numbers in advance to school camps.
No refunds would apply for transport services provided.

**Swimming:**
No refunds are applicable to swimming as swimming centres hire teaching staff based on projected numbers provided by the school in advance.
Similarly, no refunds would apply for transport services provided.

**Sport:**
No refunds would be applicable as transport services make up the bulk of the costs.

**Excursions / Incursions:**
Student excursion / incursion costs per head are refundable only if the provider itself is willing to adjust its invoice based on actual student attendance.
No refunds would apply for transport services provided.

**School Fees:**
School Fees are not refundable as Program Leaders are directed to expend the majority of their budgets in Term 1.