Doncaster Gardens Primary School
Refund Policy

Philosophical Basis:

Doncaster Gardens Primary School must ensure that the provision of services for students (eg excursions, camps, visiting groups) does not incur direct costs to the school, nor cause the school to run at a loss. A fair and equitable refund system needs to operate with this principle in mind. This policy does not cover interstate/overseas travel where other factors such as travel insurance apply.

Guidelines:

- For subject contributions, any student leaving the school before the end of Term 3 of the school year will receive a refund of up to 50% of the contribution paid for that year, less any donations.
- Students leaving in Term 4 of the school year will not receive a refund of subject contributions paid for that year.
- For excursions and other school events, refunds may only be given under certain conditions when requested in writing within 21 days following the excursion or event to which the payment relates.
- Where a deposit is paid (eg for the swimming program or camp), and the student does not attend the activity, the deposit will not be refunded.

Implementation:

- Where the school is charged for the provision of a program or service as a bulk cost and not per head cost, no refund is able to be given.
- Where a ‘per head’ fee is charged refunds are able to be given.
- Where there is a combination of a bulk charge and a ‘per head’ charge for an excursion, (eg visit to the zoo), the bus charge is a bulk cost and the zoo entry cost is a ‘per head’ charge – only the ‘per head’ component is able to be refunded.
- The Principal will have the capacity to consider special circumstances on an individual basis.

Evaluation:

- This policy will be reviewed every three years as part of the policy review cycle.