

# BEAUMARIS SECONDARY COLLEGE

## REFUNDS POLICY

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### REFUNDING PAYMENT/S FOR COLLEGE ACTIVITIES

#### **Excursions / Incursions (whole day or part day) including sporting activities**

A refund for activities will depend on the College recouping payments that have been paid in good faith by the College on behalf of the student. If the activity attracts an entry fee this fee will only be refunded if the College does not need to pay the fee for those who do not attend and have been booked to attend.

Similarly, if a bus is hired, the cost of the bus must be covered before a refund may be given. This applies in all circumstances including illness with a medical certificate.

Any refund request must be made in writing.

Advice regarding refunds will be provided once events have been reconciled and all suppliers paid. Please note that this could take approximately 30 days.

#### **Camps, Overnight activities**

The College will only refund the cost of a camp or overnight activity if the College is able to recoup any payment outlaid to the providers of such camp or overnight activity.

Similarly if a bus is hired, the cost of the bus must be covered before a refund may be given. This applies in all circumstances including illness with a medical certificate.

Any refund request must be made in writing.

#### **Non Refundable Deposit**

In certain circumstances the College is required to pay a non-refundable deposit for an activity. When this is the situation a non-refundable deposit will be required as an expression of interest for an activity. This will not be refunded if the student does not continue with the activity. The documentation sent to parents will advise that the deposit is non-refundable.

#### **Approval and review**

Beaumaris Secondary College Council has approved this policy and will review the policy in line with any future changes to Government policy and Beaumaris College objectives annually.

*Reviewed*

*Ratified by School Council, 12 February 2019*