

KEW EAST PRIMARY SCHOOL

PARENT REFUND POLICY

Page 1 of 1

PURPOSE

- To provide a fair and equitable refund system, while ensuring that the provision of services for students do not incur direct costs to the school, nor cause the school to run at a loss.

POLICY GUIDELINES

- School Council has a responsibility to manage school funds and in doing so, must ensure that this policy will relate to refunds for such things as excursions / camps / visiting groups / music tutorials, instrument hire, voluntary contribution payments, and does not incur direct costs to the school, nor cause the school to run at a loss.

Documents in support of this policy include:

- Internal Controls for Victorian Government Schools - Department of Education and Training (DET) CASES21 Finance; and
- School Finance Manual for Victorian Government Schools – Department of Education and Training (DET) Financial Services Division.

POLICY 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 may be given, if the school did not incur that charge.
- Only the per head component may be able to be refunded
- Where there is a combination of a bulk charge and a per head charge in an excursion e.g. visit to a zoo where the bus charge is bulk and cost entry fee is per head cost, only the per head component is able to be refunded. Swimming program costs cannot be refunded as swimming coaches are hired to cover the program, and it is not charged on a per head attendance.
- Refunds may only be given when requested in writing within 21 days of the event being held.
- Essential Educational item payments will only be refunded if the child exits the school prior to the commencement of Term 2 and partial refunds may be available, following approval from the Principal, should the child exit prior to the commencement of Term 3.
- Parent Voluntary Contribution may be refunded if students leave the school part way through a school year on a proportional basis following approval from the Principal.
- No refund will be available for donations to either the Building Trust or Library Trust Funds.
- Refunds may be allocated in the form of credit, and the parent will have the choice to redirect the credit to a future activity, or they may request a refund.
- Any refunds issued by the school will be via direct credit into the parents nominated bank account or via cheque. Refunds will not be made in the form of cash to the student or parent.
- The original receipt is to be produced or receipt number identified, and the payment voucher for the refunded amount attached to the receipt document.
- The Parent Refund Policy is placed on KEPS website.
- The Principal will have the capacity to view special circumstances on an individual basis.

EVALUATION

- This Refund policy will be evaluated on a cyclical basis according to the policy schedule or at the discretion of School Council.

Policy Area:
Finance

Ratified School Council:
July 2021

Next Review:
July 2025

