



## REFUND POLICY

A link to this policy is available on the McClelland College website, staff will be directed to this policy via the Staff Hand Book, parents and students will be directed to this policy via COG and the students PLJ.

### PURPOSE

To provide parents/carers and other members of our school community with an overview of McClelland College's reimbursement of funds paid policy. McClelland College encourages all students to participate in extra-curricular activities including attendance at camps and excursions and optional educational classes.

### SCOPE

This policy applies to:

- all students, families and staff

### POLICY

Refund Policy for camps or excursions held at The College must ensure that the provision of camps or excursions do not incur costs directly on the College or do not run at a loss. There will be occasions when, for whatever reason(s), a student needs to withdraw from a camp or excursion after payment has been made to the College for all or part of that activity. Students withdrawing from camps and excursions will not automatically be entitled to a refund.

1. Where no cost is incurred by the College, a refund will be available when:
  - The student's place is filled by another
  - The College deems the student's withdrawal was unavoidable e.g. illness supported by a medical certificate
2. A full or partial refund shall be available when:

The College deems the withdrawal was unavoidable but where the College has incurred an expense relating to the withdrawal. In such cases, the refund will be the amount paid by the student, less the expense incurred by the school because of the camp or excursion.

  - The College cancels the event due to extreme and unavoidable circumstances (i.e. extreme weather) and the College has already incurred the costs of the camp or excursion.
  - Where the College makes the decision to cancel a camp or excursion due to insufficient numbers, the full amount paid will be refunded.
  - Where the camp or excursion has had to be rescheduled because of Government warnings, parents may request a refund of monies paid less any funds retained by the deposit form for the rescheduled trip.
3. No refund be available when:
  - The College deems the withdrawal was avoidable and the College has incurred the full costs of the camp or excursion.
  - A student withdraws/does not attend an activity for no specific reason (e.g. change of mind)
  - Where the withdrawal from the camp or excursion is due to a student suspension under the Student Discipline Procedures, the Principal will determine whether a partial or full refund is possible.

Refund policy for school charges and optional extras, including electives, MAP's and Music will be given on a pro-rata bases only; full term or full semester refunds only apply, there is no part term/semester refund.

Refund payments will be made by direct credit or allocated to your family statement for future use. **Refunds can only be given when requested in writing or by email to [mcclelland.sc@education.vic.gov.au](mailto:mcclelland.sc@education.vic.gov.au) or when a *Request for Refund* form, available from the front office, is filled out within reasonable time of the activity. No cash refunds will be given.**

## FURTHER INFORMATION AND RESOURCES

- [Finance Manual for Victorian Government Schools](#)
- [School Financial Guidelines](#)

## REVIEW CYCLE AND EVALUATION

This policy was last approved by College Council on 2<sup>nd</sup> August 2022 and is scheduled for review in June 2026.