
BACKGROUND / INTRODUCTION

Kensington Primary School believes that the Camps and In/Excursion program is highly beneficial for students and provides opportunities for particular learning experiences that cannot be gained in the classroom.

We encourage all students to participate in camps and in/excursions.

There will be occasions when students need to withdraw from a camp or in/excursion after they have made payment.

The school must ensure that the provision of services for students (ie in/excursions/camps do not incur direct costs to the school).

PURPOSE

To provide a fair and equitable refund system.

GUIDELINES / IMPLEMENTATION

Students withdrawing from camps and in/excursions will not be automatically entitled to a refund.

A refund will be considered under the following circumstances:

1. Where the school is charged for the provision of a program or service as a bulk cost not per head cost, no refund will be available.
2. Where a 'per head' fee is charged, refunds can be given except if the event is governed by the number of instructors required – eg swimming.
3. Where there is a combination of a bulk charge and a 'per head' charge in an excursion eg visit to a zoo where the bus charge is bulk cost and the entry fee is a per head cost. Only the 'per head' component can be refunded.
4. Deposits paid for school camps will be non-refundable unless either cancelled by the school or at the discretion of the Principal.
5. The 'Camps and In/Excursion Request' form must be completed for all reimbursements within 14 days of the event. Form available at the general office.
6. Refunds will be processed once all outstanding costs have been finalised.
7. The Principal will have the capacity to view special circumstances on an individual basis.

EVALUATION

This policy will be reviewed at the first School Council meeting each year.

DATE: _____

STUDENT'S NAME: _____

GRADE: _____

CAMP, IN/EXCURSION: _____

AMOUNT PAID: _____

REASON FOR REFUND: _____

PARENT NAME: _____

SIGNATURE: _____

Office Use Only

Approved: Yes ☐

No ☐

Refund Amount: _____

Authorised by: _____

Signature: _____

Date: _____