

EXCURSION REFUND POLICY

PURPOSE

This policy supports Canberra College's commitment to providing students with opportunities to attend excursions. It contributes to our obligation to ensure that Canberra College promotes and practices fair and equitable financial procedures.

RATIONALE

Payment for an excursion is considered to be a commitment to attend and an acceptance of all arrangements as outlined in the permission letter. Withdrawal of a student from an excursion due to personal reasons or the student's poor behaviour should not affect excursion costs for other students or the school.

1 EXCURSION REFUND GUIDELINES

- 1.1 Payment for an excursion is considered to be a commitment to attend and an acceptance of all arrangements as outlined in the permission letter.
- 1.2 Parents who would subsequently like to request a refund, for the student's nonattendance on a school excursion, are required to apply in writing clearly outlining the reason/s the student did not attend.
- 1.3 This request will be forwarded to the Principal and Deputy Principal for their consideration. All refunds will be at their discretion and will generally be processed after all excursion amounts have been finalized.

2 EXCURSION REFUND PROCEDURES

2.1 The decision whether to grant a refund request will take into consideration the following:

- a) Whether a non-refundable amount has been indicated on an excursion. This amount will not be refunded to the student.

An exception may be made if there are students on a waiting list. Any substitutions will need to occur prior to arrangements being finalized, or the closing date of the excursion. Substitutions will be made at the discretion of the Principal and Deputy Principal and the teacher organising the excursion.

- b) The costs of the excursion (e.g. transport, levies, etc) and whether the total costs will be covered by the number of students that did attend.
- c) Whether advance payments have been made (e.g. accommodation/transport deposits, performances, etc).
- d) Whether the reason provided is "justifiable" and after consideration of the above points.

2.2 Justifiable Reasons for a refund include:

- a) Illness/injury – if medical certificate is provided
- b) Hospitalisation – if supporting documentation provided
- c) Bereavement in the family
- e) Student representing the school at state or national level on the same day as the excursion.

2.3 Un-Justifiable Reasons for a refund include:

- a) Change of mind
- b) Personal/Family reasons (without further explanation)
- c) Part-time employment
- d) Privilege of attending an excursion removed due to misbehaviour.
- e) Being sent home during the course of an excursion due to misbehaviour.

2.3.1 The above are examples only and all requests will be judged according to their merits.

2.3.2 An administration fee may be deducted from the monies paid to cover the costs involved in issuing the refund.

Approved by: Christopher Brown

Implementation Date: 22/08/2018

Policy Revision Date: