



CAMPS AND EXCURSIONS REFUNDS POLICY

PURPOSE

To ensure that all members of the school community understand the school's policy and process for refunding monies paid for camps and excursions.

SCOPE

This policy outlines the process for refunding monies paid for College activities.

POLICY

Wheelers Hill Secondary College believes that all students should have access to a range of extra-curricular programs which extend and enhance their personal growth and learning. The school understands that, in some circumstances, students may reasonably need to withdraw from an excursion or camp.

Wheelers Hill Secondary College aims to: provide a camps and excursions program which is funded through school and parent contributions, to provide an extensive and affordable range of activities that minimises the financial impact on school and family budgets.

All activities run by the College, whether on-campus or held off-campus, must be approved by Assistant Principal/ Camps and excursions and in certain circumstances College Council, on a Camps/Excursions Form. All activities must include a charge for transport (if applicable), teacher replacement, entry fee (if applicable) and other charges that may occur during the activity. Any refund request for activities must be made in writing. Students withdrawing from camps and excursions are not automatically entitled to a refund

Where NO COST is incurred by the school, a full refund will be payable to the student when

- The student's place is filled by another student
- The student's withdrawal was unavoidable e.g. Illness. Proof of reason for withdrawal may be requested in such circumstances

Where SOME COST has been incurred by the school, a partial refund will be payable to the student withdrawing on a case-by-case basis by the Principal Team.

Where FULL COST has been incurred by the school no refund will be payable to the student withdrawing when the Principal Team determines the withdrawal was avoidable.

REVIEW CYCLE

This policy will be reviewed annually by School Council to confirm/enhance internal control procedures.

Proposed amendments to this policy will be discussed with: Education subcommittee, School Council.