



POLICY:	CAMPS & EXCURSIONS REFUND POLICY
DATE:	2018
ENDORSED BY COLLEGE COUNCIL:	November 2018
TO BE REVIEWED:	2021

Overview

This policy seeks compliance with Chapter 17 of the *Finance Manual for Victorian Government Schools – Refunds to Parents*. This provides clarity on when refunds apply and the rules for a fair and equitable refund system.

Strathmore Secondary College [SSC] encourages all students to participate in extracurricular activities, including attendance at camps and excursions.

There will be occasions when for whatever reason(s) a student needs to withdraw from a camp or excursion after they have made payment to the school for all or part of that activity.

Guidelines

1. Students withdrawing from camps and excursions will not automatically be entitled to a refund.
 - 1.1 Where no cost is incurred by the College, a full refund will be payable to the student when:
 - The student's place is filled by another student
 - The College deems the student's withdrawal was unavoidable eg. Illness, proof of reason for withdrawal may be requested in such circumstances.
 - 1.2 A partial refund will be payable to the student withdrawing when:
 - The College deems the student's withdrawal was unavoidable but has incurred expenses relating to the withdrawal. In such cases the refund will be the full amount paid by the student less expenses incurred by the school as a result of the withdrawal
 - 1.3 No refund will be payable to the student withdrawing when:
 - The College deems the withdrawal was avoidable and has incurred the full costs of the excursion or camp
 - 1.4 If an external organisation is involved, parents will need to comply with the terms and conditions in relation to refunds of that organisation.
2. No refund will be automatically payable to a student who is withdrawn because of behavioural matters.
3. If eligible for a refund, parents may opt to credit the amount to their account to be used for future excursions or subject levies.
4. For refunds greater than \$100, application is to be made in writing to the College Council within 21 days of the event.