Refund Policy

As At May 2015

1.0 Rationale
1.1 To outline the process applying to the refund of any payment received by Cambridge Primary School

2.0 Policy Statement
2.1 To ensure that the process of applying for a refund is
2.1.1 Straightforward
2.1.2 Understood before any payments are made
2.2 To ensure that the payment of the refund doesn’t disadvantage the school in any way

3.0 Definitions
3.1 The payment to a parent of monies received by the college for an activity or an event which did not occur less any charges incurred by Cambridge Primary School or any outstanding Materials Charges
3.2 Materials Charge refers to the costs listed as Materials charge in the annual book list

4.0 Implementation
4.1 Implementation and approval is the responsibility of the Business manager or their delegate
4.2 Refunds of any payment paid in advance may be made where:
4.2.1 A student ceases attendance at Cambridge Primary School;
4.2.2 A student does not participate in any specific event or program for which a specific charge is payable; or
4.2.3 In such other cases as fair and equitable treatment warrants. Such decision to be at the sole discretion of the Principal.
4.3 Where a student ceases attendance at Cambridge Primary School, the following principles shall apply:
4.3.1 The date of cessation will be the date of receipt of an “Exit Form” or equivalent advice;
4.3.2 Refunds will not be made for any part of any Term or Semester in which the student has attended Cambridge Primary School, no matter the duration of attendance in that term or semester. (For example, a student departing in Term I having paid the whole year’s fees in advance, will be refunded for Terms II, III, and IV.);
4.3.3 Where fees for the year have been paid in full, the rate of refund will be 25% of the total fee for each Term qualifying for refund, or 50% for each Semester qualifying for refund;
4.3.4 Where only part fees have been paid, the amount paid will be applied sequentially to each term until exhausted, with refunds following the same pattern. (For example, a student departing in Term I, having paid 40% of the annual fee will be treated as having paid in full for Term I, ie 25% of the total annual fee, with refund applicable to Term II being 15% of the amount paid.);
4.3.5 Where some compulsory fees have been paid and others not, the amount of refund is to be reduced by the amount of compulsory fees remaining unpaid as applicable to the period of attendance at Cambridge Primary School calculated on a whole of Term/Semester basis as indicated above;
4.3.6 There shall be no reduction in the amount of refund in respect of any unpaid voluntary fees;
4.3.7 Where a refund is requested in respect of a specific activity, whether a one off event or a
continuing program, a full refund will be made where all compulsory fees have been paid,
and:
4.3.8 The activity has been cancelled by Cambridge Primary School; or
4.3.9 Cambridge Primary School will not incur any loss due to it not having yet committed to any
cost in respect of the activity, being able to obtain a full refund of any money outlaid, or
being able to find a replacement attendee to the activity to meet the attendance cost (eg an
entrance fee).
4.4 Where Cambridge Primary School has incurred unrecoverable expenses, a pro rata share of these
expenses may be deducted from any refund payable due to a student withdrawing, or being
withdrawn, from the activity (eg a pro rata contribution to the cost of a bus to the activity may be
retained, with the entry fee being refunded).
4.5 Refunds will only be processed upon the Parent/Guardian completing a Request For Parent Refund
Form
4.6 The Request for Parent Refund Form will provide for payment by direct deposit into
parent/guardian’s bank account, Credit on account or allocation to outstanding charges. (see.4.1)
4.7 This policy will be made available to parents on Cambridge Primary School’s website and at the main
office.
4.8 The following sentence will be used on all requests for payment from the College e.g. fees, camps,
excursions, “this notice is issued in accordance with the Cambridge Primary School’s Refund Policy, a
copy of this policy may be obtained from the main office or from Cambridge Primary School’s
Website www.cambridge.ps.vic.edu.au

5.0 References

6.0 Accompanying Documents
6.1 Request For Parent Refund Form

7.0 Evaluation & Review
7.1 This policy shall be reviewed by the Finance Committee in March of each year
7.2 This Policy shall be presented to School Council for Ratification by April of each year

8.0 Ratification By School Council
8.1 This policy was ratified by school council on
8.2 Motion Number

<table>
<thead>
<tr>
<th>Ratification Date</th>
<th>Review Date</th>
<th>Policy No</th>
<th>Version</th>
<th>Date Produced</th>
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<tr>
<td>May 2015</td>
<td>2016</td>
<td>104</td>
<td>1</td>
<td>April 2015</td>
</tr>
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</table>
Student Name: ................................................................. Class: .................................................................

Amount: ................................................................. Receipt No: .............................................................

Reason for refund: ........................................................................................................................................

..............................................................................................................................................................

Parent/Guardian to reimburse:
..............................................................................................................................................................

Address: ........................................................................................................................................................

Parent Signature: ............................................................. Date: .................................................................

Account Name: ........................................................................................................................................
BSB: .................................................................................................................. Account Number: ................................

**Office use only**

<table>
<thead>
<tr>
<th>Attachments:</th>
<th>Family Statement</th>
<th>❑</th>
<th>Receipt or Receipt Report</th>
<th>❑</th>
</tr>
</thead>
</table>

Family code: __________________________ Fee Code: ___________________________

Subprogram __________________________ GL code ___________________________

GST Code: __________________________ Invoice Amount: $________________________

Invoice Batch Number: __________________ Invoice Date: _______________________

Credit Note/Refund Amount: $________________________ Credit to be refunded ❑

Credit to be applied to outstanding fees: ❑ List of fees for credit:

________________________________________________________

________________________________________________________

________________________________________________________

Prepared by: __________________________________________ (signature)

Program Leader: ______________________________________ (signature)

**Business Manager:**

details verified: ❑

GST Code for Credit Note:

Credit raised (DF31021 or DF31010) *(if required)*: ❑ Batch No.: ______

Credit allocated to outstanding fees invoices or: ❑

Payment processed (DF31071): ❑ Batch No.: ______

Payment Allocated to Credit/Unallocated Receipt: ❑

Signature: _________________________________