**CARNEGIE PRIMARY SCHOOL**

**STUDENT CHARGES AND CAMPS AND EXCURSIONS**

**REFUND POLICY**

**Refunds for Student Charges**

1. Voluntary charges are non-refundable.
2. Essential Items:

* Nil refund, It is an expectation that students exit with their essential items.

1. Prepayments

* Pro rata, based on exit date

for Excursion levy, Concert & Sports levy

**Camps and Excursions Refunds**

The following clause will be included on all Camp Notices:

***“Due to planning and advance payment to confirm bookings a medical certificate should be supplied for the period of the camp before a refund will be considered.***

***The amount of the refund will depend on whether any non-refundable and fixed costs have been paid to the suppliers”.***

The following clause will be included on all Excursion Notices:

***“Due to planning and advance payment to confirm bookings the amount of the refund will depend on whether any non-refundable and fixed costs have been paid to the suppliers”.***

All refunds should be requested in writing to the Business Manager for consideration on the appropriate request form and all refunds are at the discretion of the Principal.

Policy drafted by: B. Hopcroft

Date ratified by School Council 13th November 2019

School Council President: Susan Harper

Evaluation: Reviewed annually

Signatures:

Linda Jones Susan Harper

**Principal**  **School Council President**