

# Refund Policy

## Extra-Curricular Activities

### Mitcam Primary School

#### **PURPOSE**

The purpose of this policy is to outline the criteria that applies to refund requests for camps, activities, and excursions (extra-curricular activities that are provided on a user-pays basis).

#### **GUIDELINES**

Refunds will be provided where the school deems it is reasonable and fair to do so, taking into consideration whether a cost has been incurred, the Department's Parent Payment Policy and Guidance, Financial Help for Families Policy, and any other relevant information. The school should not incur financial loss for extra-curricular activities that are provided on a user pays basis.

#### **IMPLEMENTATION**

Cash refunds will not be issued for non-attendance of camps, excursions or activities or payment of curriculum contributions.

In the event of non-attendance due to illness, a credit note may be applied to the family school account at the principal's discretion and can be used to offset future event charges assigned to the student account.

Where the school is charged for the provision of a program or service as a 'bulk cost' and not 'per student', no refund can be provided. Where a 'per student' fee is charged to the school then a credit note to the family account can be provided upon request.

Where there is a combination of a 'bulk charge' and a 'per student' charge in an excursion, for example, a visit to the museum; buses are charged at a bulk cost and entry fee is per student. In this instance, a full or partial credit to the family account for the entry fee only can be requested. Refunds will not be available where the school incurs a financial loss.

#### **RESOURCES**

Parent Payment Policy

#### **REVIEW CYCLE**

This policy is scheduled for review in October 2026.  
Ratified by school council on the: 16<sup>th</sup> September 2025.