



Fountain Gate Primary School

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School Refund Policy

1. Rationale

To manage the non attendance of activities via credit notes effectively.

2. Aims

To provide a fair, equitable and accountable procedure for activities.

3. Implementation

All payments are required to be paid in full by the due date, unless in exceptional circumstances and has been approved by one of the Principal class members (Refer to financial assistance guidelines).

In the event of non-attendance to an activity/camp – no credit note will be issued unless a medical certificate is provided within 7 days of student returning.

Any deposit that is paid for a camp is non-refundable. (unless in exceptional circumstances and has been approved by one of the Principal class members prior to due date of deposit).

All activities that have “No Refund” on the permission form, are excluded from above.

All credits are required to be used within 12 months of original activity.

Our school will consider requests for partial or full refunds of payments made by parents on a case-by-case basis taking into account the individual circumstances. Generally we will not be able to refund payments made for items purchased or costs that have already been paid where those funds have already been transferred to a third party. For example, camp/excursion costs when a child becomes unwell and cannot attend in circumstances where the payment has already been made or committed to a third party and no refund is available to the school. Where possible, we will make this clear to parents at the time of payment.

Class requisites can be refunded on a pro rata basis eg. If student exits in Term 2 and has paid in full, they can get a refund for 2 terms.

4. Evaluation and Review

This policy will be reviewed annually.

This Policy has been ratified by School Council on March 2020

PRINCIPAL: Jenny Duggan

SCHOOL COUNCIL PRESIDENT: Hermina Melkic