Refund

Policy

Rationale

This Policy sets out the conditions under which the refund of parent/guardian payments may be granted and defines how refunds will be considered and administered by Kororoit Creek Primary School.

Kororoit Creek Primary School encourages all students to participate in camps, excursions, incursions and the swimming program. Parents/guardians are responsible for payment of these activities. The Department of Education requires all schools to ensure that these activities do not run at a loss, and as a result, incur costs to the school (as per the *Department of Education and Training Internal Controls for Victorian Government Schools 2015*).

Policy Statement

To ensure that the process of applying for a refund is:

- Straightforward
- Understood before any payments are made
- Ensure that the payment of the refund doesn't disadvantage the school in any way

Definitions

- ***Voluntary Contributions*** **-** Voluntary financial contributions used towards enhanced educational programs and school environment, and additional resources and opportunities offered by schools.
- ***Extra-Curricular Contributions*** **-** Items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides for free to deliver the Curriculum. These are provided on a user-pays basis. These items can include:
  - Extra-curricular activities or programs e.g. swimming, sporting events
  - Excursions/Camps and incursion

Implementation

School activities such as, but not limited to, incursions, excursions, camps, sporting events must be paid for on or before the due date of the event and be accompanied by parent consent where applicable.

No cash refunds will be made under any circumstances as per the *Department of Education and Training Internal Controls for Victorian Government Schools 2015*

Refunds will be made to families as a credit, applied through the CASES21 program following approval by the Principal and School Council. These credits can be used against any future payments that are outstanding for the family and will be allocated through CASES21.

Refunds are all subject to the discretion of the principal on case-by-case bases, and usually follow the guidelines below.

Voluntary Contributions

- Refunds are not available for payments made for Voluntary Contributions

Camps, excursions and incursions

- Refunds are not available where payment for transport and entrance fees (etc) is a flat charge split across the number of students expected to attend
- Refunds are not available when the school will be out of pocket
- Refunds may be available when the school receives a credit from a third-party provider involved in the event

Other Extra-Curricular Contributions

As these are usually charged on a user-pays basis, refunds may be available for payments made for these items. The following criteria must be satisfied.

- The student has not participated in the service or received the item that has been paid for
- The school in turn receives a credit for payments where a third party is involved
- The school is not out of pocket for any expenses

This policy will be distributed with each request for payment and be made available to parents on the school website and on request.

Evaluation & Review

This policy shall be reviewed as part of the School's three-year review cycle or if guidelines change.

This policy was last ratified by School Council on 28th October 2026

Next Review: December 2029