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Cranbourne West Primary School No. 5189 **REFUND POLICY**

GENERAL STATEMENT:

From time to time members of the Cranbourne West Primary School will require, for various reasons, a full or partial refund of monies paid to or on behalf of the school.

IMPLEMENTATION GUIDELINES:

BOOKLISTS

Students transferring to another school will be refunded their booklist payment as follows:

- Individual items received in stationery pack will not be refunded.
- Proportion of remainder of payment will be calculated according to the date of transfer, i.e. end of Term 1 will receive 75% of remainder of payment, end of Term 2 50% of remainder of payment and end of Term 3 25% of remainder of payment.

LEVY and/or FAMILY CREDIT

At the completion of each year in December, the balance will rollover to the following year, unless requested by parents. A refund will be reimbursed into parents' bank accounts.

CAMPS/EXCURSIONS

If a student has paid for, but not attended, camp, the refund is at the discretion of the Camp Co-ordinator depending on the circumstances. Refunds are processed via direct credit into the parent's account or a credit note against the family to be used at a later date. On completion of all receipts and expenses, if the balance of the camp exceeds \$10 per student, parents are to be reimbursed for their share of the balance.

STAFF REFUNDS FOR PURCHASES

Evidence of purchases in the form of appropriate receipts, with GST details included, will be refunded via direct credit into staff members' bank accounts. These will be processed on a weekly basis when possible. Receipts must be attached to an order signed by the budget leader.

EFTPOS

No refunds can be provided by EFTPOS.

EVALUATION:

This policy will be reviewed on a three year cyclic basis.