

## Cranbourne West Primary School

# 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.

#### **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.

Where ever possible, a credit note against the family is used

### **EVALUATION**

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