

## Cranbourne West Primary School

# REFUND POLICY



### Help for non-English speakers

If you need help to understand the information in this policy, please contact the school Administration on 59962878.

## 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

### PARENT PAYMENTS

Students transferring to another school will be refunded their Parent Payment as follows:

- As payments are now voluntary, schools are not required to forward payments to other schools throughout the year

### FAMILY CREDIT

At the completion of each year, the balance will rollover to the following year. A refund will be reimbursed into parents' bank or forwarded to the new school for Year 6 or transferred students.

### 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 as a credit note to be used at a later date or to the parents bank accounted specifically requested. 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

## DISTRIBUTION

This policy is located:

- School's Website
- Senra Parents Platform
- Hard copy is available for the school office on request

## EVALUATION

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