



**Alkira**  
Secondary College

*Personalised learning for all. Respect for the individual learner.*

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## REFUNDS POLICY

### **Rationale:**

The College must ensure that the provision of services for students, (i.e. excursions / camps / College levies etc.) do not incur direct costs to the College, nor cause the College to run at a loss.

### **Aims:**

To provide a fair and equitable refund system.

### **Implementation:**

**Refund Circumstances** – refund will only be considered under the following circumstances

- If a refund is required due to changing schools, a written application needs to be submitted at least 2 weeks in advance to receive a refund.
- If the refund is the result of sickness or accident, claims for reimbursements must be made in writing within 2 weeks of the event and supported by a medical certificate.

### **Detailed refund rules**

- Non refund items: Classroom Bulk Supplies, Computer Levy and First Aid Levy.
- As the College needs to pay for the whole year in advance for the items above, these fees are not refundable.
- Pro-rata refund items: Excursion/ Incursion Levy, Sport Levy, Voluntary Contribution and Ground Maintenance Levy.
- Excursion/Incursion levy and Sport Levy: teachers organise the whole year activities within the budget collected and there are many bulk costs paid in advance. The College will only refund to students who are leaving the College but not for absences in individual activities. Different year levels may have different numbers of activities for each term, and there are some expenses we only know the exact amount after the event. To simplify the refund process, the College will refund the pro-rata amount for all the terms that the student is yet to attend (i.e. if a student will be leaving the College during Term 2 or at the end of term 2, he or she will be refunded for the term 3 and term 4 pro-rata items).
- Voluntary contribution: The College will refund departing students pro-rata for the terms they are yet to attend.

### **Camp Fees:**

- Deposit of camp fee is non-refundable as the College needs to organise the venue and bus etc. in advance.
- If the student does not attend the camp at all, with the parent's written notice, the camp fee excluding deposit may be refunded. At least two weeks' notice is to be given and accompanied by a medical certificate and only after all other payments have been made, otherwise no refund is possible.

### **Evaluation:**

This policy will be reviewed as part of the College's three-year review cycle.

This policy was last ratified by School Council in **June 2016**