

# Murrayville Community College Council Refund Policy

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## Rationale

- This policy has been developed to provide guidelines, in accordance with DET recommended procedures and best practice, to aid the effective financial management of refunds provided to parents.

## Aim

- To provide a clarity and consistency in determining eligibility for the types of payments which may be considered to be refunded to parents.
- To ensure all administrative and financial processes are compliant with Department of Education and Training (DET) requirements, including CASES21 financial reporting.

## Implementation

- The school is able to request payments in from parents in three distinct categories;

**Essential education items** are those items or services that are essential to support the course of instruction in the standard curriculum program that parents are responsible for and may choose to either provide or pay the school to provide. These items can include:

- materials that the student takes possession of, including text books and student stationery;
- materials for teaching and learning where the student consumes or takes possession of the finished articles (e.g. home economics, ceramics, photography, catering);
- transport, accommodation and entrance fees for camps and excursions which students are expected to attend.

**Optional education items.** These can also be referred to as non-essential materials and services. These items are those that are offered to students and provided in addition to the standard curriculum program on a user-pays basis. These items can include:

- extra-curricular programs or activities;
- school-based performances, productions and events;
- excursions and incursions.

**Voluntary financial contributions.** Are those items and services for which parents are invited to make a donation to the School, for example running a canteen service, or for grounds maintenance or building trusts.

This policy is designed to ensure that refunds do not incur direct costs to the school. Refunds are therefore subject to the discretion of the Principal on a case by case basis, and usually follow the guidelines below.

**Essential education items** - Refunds are not available for payments made for essential education items that are retained by the student.

**Optional education items** may be refunded when the student has not participated in the service, or received the item that has been paid for. In the case of camps and excursions, refunds will be considered unless previously stipulated eg. "non-refundable deposit" or where reasonable notice or the reason for non-attendance is not provided and a direct cost is incurred by the school.

**Voluntary financial contributions** will not generally be considered for refund.

Refunds may be provided on a pro-rata basis if a student ceases to be enrolled at the school.

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## **Evaluation**

- This policy should be reviewed annually by College Council.

When First Adopted : 20<sup>th</sup> August 2018

When Reviewed / Modified :