



PARENTAL PAYMENTS & VOLUNTARY CONTRIBUTIONS REFUNDS POLICY

Policy No: FIN5		Version No: 2	
Ratified: 13/5/2020	Review Cycle: 4 years	Last Review: Aug 23	
Policy Owner: Business Manager		Approver: Principal	

RATIONALE

Schools are authorised to request contributions towards its educational programs and services. Parents who make such payments may at times seek a refund. Requests for refunds will be considered and managed in a manner consistent with this policy.

AIMS

To provide clear procedures for Fairhills High School (FHS) parents /guardians and independent students to follow when considering or requesting refunds for previously paid contributions.

This policy aims to ensure a fair and equitable refunds process is in place.

FHS Parental Payment Policy outlines the rationale and types of charges and should be read in conjunction with this policy.

POLICY

FHS charges fall into three main categories and the refund associated with each category is set out below.

Any request for a refund of monies paid should be in writing using the Refund Request form.

CURRICULUM AND OTHER CONTRIBUTIONS

At FHS the curriculum and other contributions relate to:

- Curriculum contributions
- Other Curriculum contributions

Refunds for students exiting the school will be pro rata as set out below:

First Semester

Exit Date	Amount kept by FHS	Parent refund amount
The last day of Term 1	25%	75%
The last day of Term 2	50%	50%

Second Semester

Exit Date	Amount kept by FHS	Parent refund amount
The last day of Term 3	75%	25%
The last day of Term 4	100%	0%

No refunds are provided for withdrawal from electives.

EXTRA CURRICULAR ACTIVITIES – INSTRUMENTAL MUSIC

An annual levy is charged per instrument and this levy covers part of the cost of providing this program. To schedule the program all fees are required to be paid at the start of the year.

If students are unable to attend, lessons may be rescheduled if adequate notice is provided.

Students withdrawing from this program will not automatically be entitled to a refund. A refund of instrumental music fees will only be considered if FHS has not incurred any expense in operating the program.

EXTRA CURRICULAR ACTIVITIES – CAMPS, EXCURSIONS, INCURSIONS

FHS encourages all students to participate in camps, excursions, and extracurricular activities. The amount the school charges for excursions and camps is calculated on a cost recovery basis, according to the number of students who are to attending.

Students withdrawing from camps and excursions will not automatically be entitled to a refund.

Where no cost has been incurred by the school, a **full refund** will be payable when:

- the student's place is filled by another student, or the service provider agrees to reduce the participant numbers.
- the principal deems the student's withdrawal was unavoidable eg illness. Proof of reason for withdrawal may be requested in such circumstances.

A **partial refund** will be payable when:

- the principal deems the student withdrawal was unavoidable, but the school has incurred expenses relating to the withdrawal. In such cases, the refund will be the full amount paid less the expenses incurred by the school.
- the principal deems the student withdrawal to be avoidable. In such cases the refund will be the full amount paid less a \$20 administration charge and the expenses incurred by the school

No refund will be payable when:

- The school has incurred the full cost of the excursion or camp.

All refunds of \$50 and under will be credited to the student's school account. However, students who have outstanding school charges will have any refund credited to the outstanding account to minimise the debt. For refunds over \$50, parent/carers can nominate to have the refunded credited to their child's school account for use towards future charges or deposited by EFT into a nominated bank account as directed by the parent/carer.

DONATIONS TO THE LIBRARY OR BUILDING FUND

As this is classified as a donation and is tax deductible for donations of \$2.00 or more, no refund is available.

IMPLEMENTATION GUIDELINES

Detailed implementation guidelines are developed by the staff through the established consultative committee process. These are developed within the parameters of the School Council policy and can be changed as circumstances or strategies change without further reference to School Council.

APPEALS

Appeals on refund decisions may be made to the School Council via the Principal.

VERSION CONTROL TABLE

Version	Author	Date	Change Made
1.1	Toni Kirk	22 Feb 2023	updated title panel, added version and date to footer and added version control table
1.2	Toni Kirk	22 Aug 2023	Simplified the language and condensed sections. Updated request form
2	Toni Kirk	29 Aug 2023	Approved IVS



Family Payment / Request for a Refund

Contact Information

Student Name: _____

Parent/Guardian Name: _____

Email: _____

Mobile: _____

Explanation for requested refund

Amount: \$ _____

I would like the refund to go to:

Outstanding balances on my school account Or Bank Details as per below

Bank Details

Account Name: _____

BSB: _____ Account Number: _____

Parent/Guardian Signature: _____ Date ____ / ____ / ____

Office Use Only

Approval for Refund

KLA Signature: _____ Date ____ / ____ / ____

Business Manager Signature: _____ Date ____ / ____ / ____

- | | | |
|---|------------------|--|
| <input type="checkbox"/> CASES 21 | Student ID _____ | Family ID _____ |
| <input type="checkbox"/> Family Payment / Voucher | Batch _____ | Date _____ Staff _____ |
| <input type="checkbox"/> Family Credit Note | Batch _____ | Sub Program _____ GL Code _____ GST _____ Date _____ Staff _____ |
| <input type="checkbox"/> Family Charge | Batch _____ | Sub Program _____ GL Code _____ GST _____ Date _____ Staff _____ |
| <input type="checkbox"/> Processed through bank | Date _____ | Staff _____ |

