

RANDWICK BOYS' HIGH SCHOOL
POLICY ON REFUNDS

Revision Date: May 2011
Implementation Date: July 2011

Preamble:

Schools are required to have transparent policies in relation to refunds of moneys paid. This policy explains the policy of Randwick Boys' High School in relation to refunds. It identifies the following areas in relation to refunds:

1. Applying for a refund
2. School Contributions
3. Subject Contributions
4. Excursions
5. Competitions

Policy:

1. Applying for a Refund

Parents seeking a refund need to complete a **Refund Application Form** and return it to school.

2. School Contributions:

If a student leaves the school, refunds are provided, on request, to parents who have paid school contributions. This applies for Terms 1 and 2 only. Refunds are calculated on a pro rata basis: a 60% refund in Term 1, a 45% refund in Term 2. Refunds incur a 5% administrative fee.

Refunds are not paid after the end of Term 2 on School Contributions.

3. Subject Contributions:

If a student transfers from one subject with a contribution, to another subject with a contribution, the funds are transferred to the new subject.

If the new subject does not attract a contribution, the funds are refunded, on request, to parents who have paid subject contributions. This applies for Terms 1 and 2 only. Refunds are calculated on a pro rata basis: a 60% refund in Term 1, a 45% refund in Term 2. Refunds incur a 5% administrative fee.

Refunds are not paid after the end of Term 2 on Subject Contributions.

If a student leaves the school, refunds are provided, on request, to parents who have paid subject contributions. This applies for Terms 1 and 2 only. Refunds are calculated on a pro rata basis: a 60% refund in Term 1, a 45% refund in Term 2. Refunds incur a 5% administrative fee.

Refunds are not paid after the end of Term 2 on Subject Contributions.

4. Excursions

Excursions often involve the commitment of funds to other organisations and refunds of those funds may be difficult. Where a **student withdraws** from an excursion, a refund may be paid on request. The school will deduct any costs incurred, such as payments to third parties, from the original payment. Refunds incur a 5% administrative fee.

Where a student is found who can take the place of one withdrawing from an excursion, the new student's money is to be receipted and then drawn as a refund for the student who is withdrawing. No administrative fee is charged in this case.

Where a **student is ill** on the day of the excursion, a refund will be paid, on request, only when the payment of a refund will not lead to the school incurring an excursion related cost. Refunds incur a 5% administrative fee.

Where the **school cancels** an excursion, a refund may be paid after school expenses (such as money paid as a reservation) have been deducted. No administrative fee is charged in this case.

5. Competitions

Payments for competitions are usually paid to another organisation. When a student has paid for a competition, he is entered by name for that competition. As a result, no refunds are paid when students withdraw from competitions.

Procedure:

1. All moneys are to be receipted through the front office, in accordance with DET policy.
2. When a student seeks a refund, in accordance with the above policy, he must bring a **Refund Application Form**, signed by his parent / caregiver to the office.
3. Refund cheques are processed within ten working days of receipt of the **Refund Application Form** and posted to the home address.

RANDWICK BOYS HIGH SCHOOL
REFUND APPLICATION FORM

Name of Student: _____ Year: _____

Reason or Event for which a refund is being applied:

(E.g.: Excursion to . . .; Rugby 7s match; School Camp; School contributions)

Reason for Refund: _____

Signature of Parent / Caregiver

Contact Number

Excursions only:

I confirm that this student *did not* attend the excursion.

Teacher's Name

Signature of Teacher

Office Use Only:

School Contributions	
Amount Paid	\$
Administration Fee 5% of amount paid	\$
Balance	\$
Pro Rata refund amount Term 1 60%; Term 2 45%	\$
Balance refundable	\$
Subject Contribution	
Amount Paid	\$
Administration Fee 5% of amount paid	\$
Balance	\$
Pro Rata refund amount Term 1 60%; Term 2 45%	\$
Balance refundable	\$
Excursion	
Amount Paid	\$
Administration Fee 5% of amount paid <i>(Except school cancellation)</i>	\$
Balance	\$
Deductions to other parties	\$
Balance refundable	\$

Processed by: _____

Retain in student's file.