



GLEN OSMOND PRIMARY SCHOOL

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"Learning for Life - Aiming for Excellence"

Camp, Excursions & Incursions Refund Policy

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| Related legislation | <i>Education Act and Children's Services Act</i> |
| Related policies, procedures, guidelines | <i>DfE Camps and Excursions policy and procedures GOPS Camps and Excursions policy</i> |
| Endorsed by Governing Council |  GC Chairperson Tharani Mahadeva  Principal Garry North |
| Endorsed by Governing Council | <i>07/08/2024</i> |
| Review Date | <i>August 2026</i> |

Glen Osmond Primary School

Camps/Excursion/Incursion Refund Policy



PURPOSE

This policy supports Glen Osmond Primary School's commitment to providing students with opportunities to attend camps, excursions or incursions. It contributes to our obligation to ensure that we promote and practice fair and equitable financial procedures.

RATIONALE

Payment for a camp, excursion or incursion is considered to be a commitment to attend and an acceptance of all arrangements as outlined in the consent notification. If a student cannot attend the event, and a refund/credit is requested, the following considerations will need to be taken into account.

EXCURSION REFUND/CREDIT GUIDELINES

1.1 Payment for an event is considered to be a commitment to attend and an acceptance of all arrangements as outlined in the consent notification.

1.2 Parents who would subsequently like to request a refund/credit, for the student's non-attendance on a school event, are required to apply in writing clearly outlining the reason/s the student did not attend.

1.3 This request will be forwarded to the Business Manager for consideration. All refunds/credits will be at their discretion and will generally be processed after all event amounts have been finalised.

EXCURSION REFUND/CREDIT PROCEDURES

2.1 The decision whether to grant a refund or credit request will take into consideration the following:

- a) Whether a non-refundable amount has been indicated on the event. This amount will not be refunded to the student. Generally this would include transport costs and items that the school is required to pay in advance, which are non-refundable to the school. An exception may be made if there are students on a waiting list. Any substitutions will need to occur prior to arrangements being finalised, or the closing date of the event. Substitutions will be made at the discretion of Leadership and the teacher organising the event.
- b) The costs of the event (e.g. transport, levies, etc) and whether the total costs will be covered by the number of students that did attend.
- c) Whether advance payments have been made (e.g. accommodation/transport deposits, performances, etc).
- d) Whether the reason provided is "justifiable" and after consideration of the above

2.2 Justifiable Reasons for a refund/credit include:

- Illness/injury/Medical Procedure - if medical certificate/documentation is provided
- Bereavement in the family
- Student representing the school at state or national level on the same day as the event

2.3 Un-Justifiable Reasons for a refund/credit include:

- Change of mind

- Personal/Family reasons (without further explanation)
- Privilege of attending an event removed due to misbehaviour
- Being sent home during the course of an event due to misbehaviour
- Leaving the event halfway through due to illness

2.3.1 The above are examples only and all requests will be judged according to their merits.

Approved: / 2024

For Review: