



**HENLEY
HIGH SCHOOL**

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REFUND POLICY

RATIONALE:

To ensure there is a fair and equitable refund system in place at Henley High School following payment for camps, excursions, incursions, sporting activities, essential student learning items and extra-curricular activities.

AIMS:

This policy is developed to provide guidelines in determining eligibility for refunds and to ensure that the additional services do not incur direct costs to the school.

GUIDELINES:

- A request for a refund does not automatically equate to a full refund of monies paid
- Students that are transferring to another Government school will not be given a refund after week 3; instead, they will not be charged Materials & services Fees at the new school. Students leaving to go to a private school will be entitled to a refund on a pro-rata basis, depending on which term they are leaving. Majority of Materials & Services are utilised in first 2 terms and refund is adjusted accordingly.
- If a commitment to pay has been signed and returned, this is seen as the parents/caregivers commitment to pay the invoice in full. This will then be negotiated on a case-by-case scenario. If the school has incurred costs for the activities, refunds will be adjusted accordingly.
- Where the school makes the decision to cancel due to insufficient numbers, the amount paid by the student/parents shall be refunded in full.
- Where a camp or excursion has to be rescheduled due to Government warnings, parents may request a refund of monies paid by them for the rescheduled trip.
- If a student is leaving Henley High School any refunds will be negotiated if remaining monies are outstanding.
- The Principal will have the capacity to view each circumstance on an individual basis.

IMPLEMENTATION:

Once the refund is approved, the returning of funds will be by credit note to the family account or by EFT transfer if no money is outstanding.

If a refund is being requested due to illness and a medical certificate or evidence of illness/absence has been supplied, a full refund will occur. If a certificate is not supplied, then no refund will be given.



Government of South Australia
Department for Education

