



# Linden Park Primary School

Ratified by  
Governing Council  
29/11/2021

## EXCURSION REFUND POLICY

### **PURPOSE**

This policy supports Linden Park Primary School's commitment to providing students with opportunities to attend excursions. It contributes to our obligation to ensure that we promote and practice fair and equitable financial procedures.

### **RATIONALE**

Payment for an excursion is considered to be a commitment to attend and an acceptance of all arrangements as outlined in the permission letter. If a student cannot attend an excursion, and a refund is requested, the following considerations will need to be taken into account.

### **1 EXCURSION REFUND GUIDELINES**

1.1 Payment for an excursion is considered to be a commitment to attend and an acceptance of all arrangements as outlined in the permission letter.

1.2 Parents who would subsequently like to request a refund, for the student's nonattendance on a school excursion, 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 will be at their discretion and will generally be processed after all excursion amounts have been finalised.

### **2 EXCURSION REFUND PROCEDURES**

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

a) Whether a non-refundable amount has been indicated on an excursion. 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 excursion. Substitutions will be made at the discretion of Leadership and the teacher organising the excursion.

b) The costs of the excursion (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 include:

- Illness/injury – if medical certificate is provided
- Hospitalisation – if supporting documentation provided
- Bereavement in the family
- Student representing the school at state or national level on the same day as the excursion

2.3 Un-Justifiable Reasons for a refund include:

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

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