



# Sunbury College Refund Policy

## PURPOSE

Sunbury College encourages all students to participate in extracurricular activities, including attendance at excursions, incursions and camps.

There will be occasions when for whatever reason(s) a student needs to withdraw from an excursion, incursion or camp after they have made payment to the college for all or part of that activity.

Sunbury College will consider requests for partial or full refunds of payments made by parents on a case-by-case basis taking into account the individual circumstances. Generally, we will not be able to refund payments made for items purchased or costs that have already been paid where those funds have already been transferred to a third party. For example, camp costs when a child becomes unwell and cannot attend in circumstances where the payment has already been made or committed to a third party and no refund is available to the College.

## GUIDELINES

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

1. A full refund will be payable to the family when:

- The student's place is filled by another student and therefore no cost is incurred by the College
- The excursion, incursion or camp is cancelled by the college.

Where an approved refund has been requested, a credit will appear against the student's college account, unless a request in writing has been made for a direct credit.

2. A partial refund will be payable where the student withdrawing is

- Deemed by the college to have withdrawn due to unavoidable circumstances (e.g. illness). Proof of reason for withdrawal of a medical certificate, bereavement notice etc., may be requested in such circumstances

3. **No refund** will be payable to the student withdrawing when:

- The College deems the withdrawal was avoidable and has incurred costs in relation to the excursion, incursion, or camp

4. In relation to paid voluntary contributions and subject contributions:

- If students pay voluntary contributions and/or subject contributions and leave, they can redeem a prorata amount at a Term-by-Term basis

5. Fairness, discretion and sound judgement will be applied in all circumstances.

To make a claim, please complete the "Excursion, Incursion or Camp Refund Request" form available from the general office. Please attach required supporting documentation.

Please allow seven working days for processing of the request.

## POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2024
Approved by	School Council
Next scheduled review date	March 2025