

PARKDALE SECONDARY COLLEGE

REFUND POLICY



POLICY DATE: 2023
REVIEW PERIOD: 2024

APPROVED BY SCHOOL COUNCIL: September 2023



Help for non-English speakers

If you need help to understand the information in this policy, please contact Parkdale Secondary College on 03 9580 6311

PURPOSE:

The purpose of this policy is to set out how Parkdale Secondary College will manage refunds in accordance with the applicable Department of Education and Training policy and law.

SCOPE:

This policy applies to:

- All refunds to parents/guardians for payment of School Council approved payments.

POLICY:

Parkdale Secondary College has developed this refund policy in conjunction with the Department of Education Resources (as detailed below) and College Council.

In all cases where deposits are required and paid, the deposit will be non-refundable and the following statement will form part of the information sent to parents.

"Please note that the deposit for this activity is non-refundable."

IMPLEMENTATION:

Refund for the following reasons:

- **Medical (Certificate must be supplied)** - Please contact the Business Manager in relation to medical refunds.
- **Event Cancelled (due to insufficient interest)**
 - Where a school cancels an overseas trip, camp or excursion a credit should be placed against families for that activity if the activity is likely to be rescheduled. This credit can be drawn on later (unallocated credit). Refunds may be requested and in consultation with the Leadership team be approved on a case-by-case basis.
 - If the activity is not likely to be rescheduled, schools should provide a refund to the family. Further information is provided at [Refunds for cancelled overseas trips, camps and excursions](#) (DET).
- **Change of Subject** – If a student elects to change units after a voluntary curriculum contribution has been made, an administration cost of 10% will be deducted from the total refundable portion of each charge. A Credit Note will be applied to the parent/guardians' account. Where parent payments have been paid in full the family may request a refund.
- **Student Exit** - If a student changes schools, any parent payment contributions will be refunded upon consultation with the Leadership team. The refund will be dependent on the Colleges ability to recoup any expenditure made in good faith on behalf of the student.
- **Calculation of Refunds:** The refund is dependent on the timing of the withdrawal/cancellation of the event/activity/camp/change of subject/exit from college as the College will need to recoup payments that have been outlaid in good faith on behalf of the student/s prior to calculating the refund. An administration cost of 10% will be deducted from total refundable portion of each charge.

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ENRICHMENT PROGRAMS & INSTRUMENTAL MUSIC

If a student decides not to continue with this activity a refund will depend on the ability of the College to recoup the costs for the activity. All refunds are calculated pro-rata based on the date of notification of withdrawal and any incurred budgeted costs of buses, administration and deposits. A 10% administration cost will also be deducted from the refund.

REFUND PAYMENTS:

Please Note – Where a refund payment is applicable please email the request with your BSB and Account Number to: parkdale.sc@education.vic.gov.au and Attention to: The Business Manager.

FURTHER INFORMATION AND RESOURCES

- Finance Manual for Victorian Government Schools
 - [Section 4 Internal Controls](#)
 - [Section 11 Expenditure Management](#)
- Available from: [School Financial Guidelines](#)
- [Schools Electronic Funds Management Guidelines](#)
- CASES21 Finance Business Process Guide
 - [Section 1: Families](#)
- [Internal Controls for Victorian Government Schools](#)
- [ICT Security Policy](#)
- [Public Records Office Victoria](#)
- [Archives and Records Management Advice for Schools.](#)
- [Managing the Financial Impact of the Coronavirus \(COVID-19\) response](#)
 - <https://edugate.eduweb.vic.gov.au>
 - Support & Services –Tab

EVALUATION

This policy will be reviewed annually by School Council to confirm/enhance internal control procedures.

Proposed amendments to this policy will be discussed with Administration Staff, Leadership Team, Finance subcommittee, School Council