

Oberon High School

Shape Your Future - Go One Better

REFUND POLICY

RATIONALE

Oberon High School encourages all students to participate in extra-curricular activities. Oberon High School must ensure that these activities do not run at a loss and as a result incur costs to the School.

There will be occasions when for whatever reason(s), a student needs to withdraw from a program, camp and/or excursion after they have made payment to Oberon High School for all or part of that activity.

AIMS

- To provide a fair and equitable refund system.

IMPLEMENTATION

Students withdrawing from:

VET – will not be entitled to a refund after attending the program after the first two weeks of term 1.

Camps & Excursions:

- Where no cost is incurred by Oberon High School, a full refund shall be payable provided that:
 - the student's place is filled by another student; or
 - Oberon High School deems the student's withdrawal was unavoidable. e.g. illness
- A partial refund shall be payable for the student withdrawing when:
 - Oberon High School deems the student's withdrawal was unavoidable but has incurred expenses relating to the withdrawal. In such cases, the refund will be the amount paid by the student, less expenses incurred by Oberon High School as a result of the withdrawal.
- No refund will be payable for the student withdrawing when:
 - Oberon High School deems the withdrawal was avoidable and has incurred the full costs of the camp or excursion.

Please Note: Refunds will only be considered when requested in writing stating the reason, one week prior to the date of the activity

Where Oberon High School makes the decision to cancel a camp or excursion due to insufficient numbers, the amount paid for the student shall be refunded in full.

Where a camp or excursion has to be rescheduled because of Government warnings, e.g. trips overseas, fire danger etc. parents may request a refund of monies paid by them less any funds requested to be retained by the Booking Company for the rescheduled trip.

The Principal will have the capacity to view special circumstances on an individual basis.

EVALUATION

This policy will be evaluated by the Finance Committee annually and presented to School Council each year.

Policy Status:	Final	Authorised by:	Oberon High School School Council
Date of Issue:	March 2017	Review Date:	For Review in March 2018