**`Refund Policy – Excursion Activities**

When a student is unable to participate in an excursion activity for which he/she had made payment for and/ previously indicated to participate, the following refund policy applies.

Depending on the circumstances, fees may be refunded (a) in full, (b) in part, or (c) not at all.

* A *full* refund *may* occur where a medical certificate is supplied.
* A *part* refund *may* occur where transport costs and any other costs occur where the school has made a commitment to the vendor and no refund is available to the school.
* There will be no refund for payments made after the due by date for payments

It is preferred that refunds be made as a credit against the student’s account and used to offset any current and future charges. Therefore, if the refund is $50.00 or less the school will automatically credit this refund amount to the student’s account and offset it against any outstanding fees. If there are no outstanding fees the credit will remain on the student’s account to be offset against future charges.

If the refund is greater than $50.00 and parent/carer wishes to apply for a refund due to their child’s non-participation, they may do so within 14 days of the activity date by completing a Claim for Payment form available from the school office.

If the student leaves the school with a credit balance, the parent/carer is responsible for completing a Claim for Payment form available from the school office which will result in a refund being processed electronically or by cheque.