



Vermont Secondary College
'Lift up thine eyes'

VSC Refund Policy

@ 12 November 2021

Overview - Refunds (Extra-Curricular Activities, Camps and Excursions)

Vermont Secondary College (VSC) will consider requests for partial or full refunds of payments made by parents on a case-by-case basis considering 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 school.

All requests for a refund should be made in writing, within 14 days of the event taking place.

Extra-Curricular Activities - School Excursions and Camps

School excursions and camps enhance a student's learning by providing opportunities for the student to participate in activities, both curriculum-related and recreational, outside the normal school routine.

A school charge is directed to the purpose for which it is charged. School charges for excursions and camps are calculated on a cost recovery basis, according to the number of students who are to attend.

As the college budget cannot meet any shortfalls in funding for an excursion or camp due to the non-participation of a student, fees already paid for an excursion or school camp may be refunded in full, in part or not at all, having regard to the associated expenses incurred and the circumstances of the non-participation.

If a parent wishes to apply for a refund due to their child's non-participation in an excursion or camp, they may do so by writing to the college; the refund request should include the receipt relating to the payment for which a refund is being sought and a medical certificate if illness is the reason for non-attendance.

All refunds of \$50.00 and under will be credited to the student's school account. However, students who have school charges outstanding will have any refund credited to the outstanding account to minimise the debt. For refunds over \$50.00, parents/carers will have the option of having the refund credited to their child's account for use to offset future charges or deposited by EFT into a nominated bank account as directed by the parent/carer.

Extra-Curricular Activities - Elective Subjects

Optional items such as Elective subjects enhance a student's learning by providing opportunities for the student to participate in activities, both curriculum-related and recreational.

A school charge is directed to the purpose for which it is charged. School charges for Elective subjects are calculated on a cost recovery basis, according to the number of students who are enrolled in the Elective subject

As the college budget cannot meet any shortfalls in funding for an Elective subject due to the non-participation of a student, fees already paid for an Elective subject may be refunded in full, in part

or not at all, having regard to the associated expenses incurred and the circumstances of the non-participation.

If a parent wishes to apply for a refund due to their child's non-participation in an Elective subject, they may do so by writing to the college, the refund request should include the receipt relating to the payment for which a refund is being sought and a medical certificate if illness is the reason for non-attendance. Refunds requested for a child leaving college may be refunded on a pro-rata basis.

All refunds of \$50.00 and under will be credited to the student's school account. However, students who have school charges outstanding will have any refund credited to the outstanding account to minimise the debt. For refunds over \$50.00, parents will have the option of having the refund credited to their child's account for use to offset future charges or deposited by EFT into a nominated bank account as directed by the parent/carer.

*If VSC is unable to provide all aspects of the Elective as listed in the Curriculum Handbook, then the college will reimburse student accounts in line with the above.

Donations to the College and/or to the Tax-Deductible Building and Tax-Deductible Library Funds

Whilst VSC is under no obligation to refund donations, we will endeavour to resolve any genuine errors in amounts donated as soon as possible, for example:

- Donations processed in error
- Donations where an incorrect amount was entered

If a donation is refunded, the original tax receipt is no longer valid and should be returned to the college.

Date Implemented	November 2021
Author	Pam Brutovic (Business Manager)
Approved By	School Council
Approval Authority (Signature & Date)	Dr Steven Siems – President, VSC Council:
Date Reviewed	-
Responsible for Review	Pam Brutovic (Business Manager)
Review Date	Triennially
Communication	Website
References / Links	<p>Further Information and Resources</p> <ul style="list-style-type: none"> • Finance Manual for Victorian Government Schools <ul style="list-style-type: none"> ○ Section 3 Risk Management ○ Section 4 Internal Controls ○ Section 10 Receivables Management and Cash Handling <p>Available from: School Financial Guidelines</p> <ul style="list-style-type: none"> • Schools Electronic Funds Management Guidelines • CASES21 Finance Business Process Guide <ul style="list-style-type: none"> ○ Section 1: Families • Internal Controls for Victorian Government Schools