Fairfield Primary School

Refund Policy

Rationale:
Our school program offers many off-site learning experiences and special in-house programs that are provided at an additional cost to students. There are times when a student is unable to attend a particular event. The school is required to honour the payment for planned events therefore, we need to ensure that the school does not incur a financial loss to student non-attendance.

Aim:
To ensure clarity of the school’s position on the refunding of monies for excursions, incursions, events, activities, camps and other programs that the school offers students.

Implementation:
1. Any refunds that are agreed upon will be reimbursed in the form of a credit to the family account. It is not possible to refund cash.
2. The school principal has the discretion to review individual cases.
3. All claims of credit must be made within 14 days of the event.
4. A medical certificate may be requested as proof of inability to attend events costing over $50.00
5. Partial credit for an event may be applied dependant on the financial loss incurred by the school due to the non attendance of student.

Evaluation:
This policy will be reviewed as part of the school’s three-year review cycle.

This policy was ratified by School Council in February 2012.