



# MONTMORENCY SECONDARY COLLEGE

## REFUNDS POLICY

### RATIONALE

The College Council has a responsibility to ensure families receive appropriate refunds when applicable, whilst also ensuring an equitable system is put in place to ensure families keep the College informed in a timely manner of any changes in personal details and circumstances.

### AIMS

- Ensure Parents/Guardians are made aware of school charges within a reasonable time frame.
- Ensure Parents/Guardians inform the College, in a timely manner, of any changes to details or circumstances regarding a student's attendance for Camps/Excursions.
- Ensure the opportunity is available for all students to take part in the camps and excursions program, whilst also ensuring the program is financially viable.

### IMPLEMENTATION

The aims of the College's Refund Policy will be achieved through the implementation of a range of the following:

- All Materials and Services charges for Year 7 students will be invoiced to families in December for the following year.
- All Materials and Services charges and Elective charges for students in Years 8 to 12 will be invoiced to families in February each year, with an expectation that the families pay these costs prior by mid-March of that year.

Where payment has been made for Materials and Services, refunds will be on the following basis:

- Where a student withdraws from the College prior to the commencement of the school year, the refund will be 100% of the amount paid.
- Where a student withdraws from the College in Term One, the refund will be 75% of the amount paid, less the cost of the high cost subjects already undertaken by the student during Term One.



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- Where a student withdraws from the College in Term Two, the refund will be 50% of the amount paid, less the cost of the high cost subjects already undertaken by the student during Term Two.
- Where a student withdraws from the College in Term Three, the refund will be 25% of the amount paid, less the cost of the high cost subjects already undertaken by the student during Term Three.
- Where a student withdraws from the College in Term Four, refunds will not be issued.

The College will endeavour to inform families as early as possible about the cost of upcoming Camps and Excursion. Families are asked to pay deposits for most Camps. Where payment has been made for a Camp or Excursion, refunds will be issued on the following basis:

- Where a student withdraws from the camp, a refund will only be issued to the family if the College is able to negotiate with the camp provider not to be charged for the student and if any other costs, associated with the camp, such as transport costs, are reimbursable.
- Where a student withdraws from an excursion, a refund will only be issued to the family if the College is able to negotiate with the excursion provider not to be charged for the student and if any other costs, associated with the excursion, such as transport costs, are reimbursable.

#### EVALUATION

This policy was reviewed and endorsed by School Council in May 2019 and will be reviewed in May 2022.