Quakers Hill High school

Excursion
Refund Policy

2015

Last Revision
Date: 17th September 2014
By: C Jones
Rationale

Payment for an excursion is considered to be a commitment to attend and an acceptance of all arrangements as outlined in the permission letter.

Refund Requests

Parents who would subsequently like to request a refund for their child’s non-attendance on a school excursion are required to apply in writing clearly outlining the reason/s the student did not attend.

This request will be forwarded to the Finance Office who will follow it up with the organising teacher for their consideration. All refunds will be at the organising teacher’s discretion and will generally be processed after all excursion payments have been finalised. Initially refunds will be used to pay any outstanding elective fees the student may owe. If no elective fees are outstanding, a refund cheque will be processed by the Finance Office.

The decision whether to grant a refund request will take into consideration the following:

1. Whether a non-refundable amount has been indicated on an excursion. This amount will not be refunded to the student.
   
   An exception may be made if there are students on a waiting list. Any substitutions will need to occur prior to arrangements being finalised or the closing date of the excursion. Substitutions will be made at the discretion of the Principal, Administration Manager and the teacher organising the excursion.

2. The costs of the excursion (e.g. transport, levies, etc.) and whether the total costs will be covered by the number of students that did attend.

3. Whether advance payments have been made (e.g. accommodation/transport deposits, performances, etc.)

4. Whether the reason provided is “justifiable” and after consideration of the above points.

Justifiable Reasons for a Refund

- Illness/Injury – if medical certificate is provided
- Hospitalisation, medical appointments – if supporting documentation provided
- Bereavement in the family

Unjustifiable Reasons for a Refund

- Change of Mind
- Personal Reasons
- Part Time Employment
- Being sent home during the course of an excursion due to misbehaviour
Note: The above are examples only and all requests will be judged according to their merits.