



Outstanding
education that
lasts a lifetime

Principles: Student fee, levy and charges refunds

Purpose

To set out the policy principles for refunds of School Fees and Incidental Charges for students.

Scope

This policy principle document applies to all staff who administer refunds and families/carers who are responsible for the payment of fees and charges for students.

This policy principle document covers the refund requirements for different situations and refund types including, but not limited to:

- Tuition fees
- Curriculum levy
- Maintenance Levy
- Camps fees
- Excursion fees
- Extra-curricular activity fees

Policy Principles

Definitions

The following definitions apply to this Policy:

- School Fees (Fees) are Tuition Fee, Curriculum Levy, Maintenance Levy, and Camps and other such Fees and Levies defined as School Fee by the Board from time to time.
- Incidental Charges (Charges) are defined as Excursion Fees, Extra-curricular Activity charges, Community Hour charge, Withdrawal Fee, Lost or Damaged School Property charge, Library or Text Book Replacement charge, and other incidental charges made to accounts during the Term.

General

1. All Fees and Charges are compulsory and non-refundable except to the extent identified in the Student Fee, Levy and Charges Refund Policy and this Principles document.
2. The School recognises that, on occasion, there may be circumstances that warrant a refund of Fees and Charges collected by the School.

3. Partial or full refunds of Fees and Charges will only be given where a family/carer has paid Fees and Charges and subsequently the student withdraws from the School prior to obtaining benefit from the Fees and Charges charged and where the required Notice of Withdrawal has been provided to the School Admissions Officer.
4. For the purposes of determining whether a refund is given, and for the calculation of the amount to be refunded, the date of withdrawal from the School is deemed to be:
 - a. The date on which the School Admissions Officer receives the written notification of withdrawal from the relevant parent/carer; or
 - b. The date of withdrawal identified on the notification of withdrawal from the relevant parent/carer, whichever is appropriate in the circumstances.
5. Refunds will be provided for the 'unused portion' of Tuition Fees, Curriculum Levy, and Maintenance Levy.
6. Refunds will be provided for Camp fees when, and only when, a parent/carer has made payment of Camp fees and the student withdraws from the School prior to the camp being commenced.
7. Camps and excursions form part of the compulsory activities at Orana School and therefore form part of the School Fees. Charges for camps and excursions are non-refundable, except where non-attendance is the result of an illness. In the case of illness a medical certificate will be required in order to receive a refund for a camp or excursion not attended.
8. Refunds for Extra-curricular activities and Excursions charges will only be provided where the School has not incurred, or is likely to incur, any costs on behalf of the student.
9. Refunds (reversal of charges) relating to the subsequent return of Text or Library Books, where a fee for non-return has been charged, will be considered on advice from the School Librarian.
10. Non- application of the Student Fee, Levy and Charges Refunds Policy and related Principles either in full or part is at the discretion of the relevant Delegate.

Related Documents

Policy – Student Fee, Levy, and Charges Refunds

Procedure – Student Fees and Charges Invoicing

Procedure – Student Fees and Charges Collection

Procedure – Student Fees and Charges Overdue Accounts Debt Management

Document information

Title	Student refunds
Document Type	Policy Principle
Purpose	To set out the principles for refunds of tuition fees, levies and other charges.
Audience	Staff who administer refunds and families/carers
Category	Administrative
Effective Date	19 June 2017
Review Date	19 June 2019
Responsible Officer	Finance Manager
Approved By	School Board
Approved Date	19 June 2017
Contact Area	Finance Office
Printed On	28/08/2017