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## **Policy: Student fee, levy and charges refunds**

### **Policy Statement**

The School is committed to the application of a fair and reasonable refund policy. This policy ensures that any refunds are in accordance with this policy and where applicable the Student Fee, Levy and Charges Refunds Principles and other related Policy, Principles, and Procedures documentation/

### **Scope**

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

### **Related Documents**

Principle – 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
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	18/08/2017