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## **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 possible 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
- Camps fees
- Excursion fees
- Extra-curricular activity fees

## **Policy Principles**

### **Definitions**

The following definitions apply to this Policy:

- School Fees (Fees) are the Tuition Fee, 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, Withdrawal Fee, Lost or Damaged School Property charge, Library or Text Book Replacement charge, and other incidental charges made to accounts during the School 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 not be provided for the 'unused portion' of Tuition Fees..
6. Partial refunds may 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. The apportionment of a possible refund will be at the School's discretion, and will include consideration of whether the School is able to recoup funds already outlaid in advance on behalf of the student.
8. Refunds for Camps, Extra-curricular activities and Excursions will only be provided where the School has not incurred, or is not 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, may 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 School.

## **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
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