REFUND POLICY AND PROCEDURES
PROCEDURES FOR REFUND OF SCHOOL FEES AND LEVIES

Refunds will be calculated using the following spreadsheet template. ..\720\School Fees\721.2 School Fees Collection\Forms\Refund of College Fees V1.XLT

Records of refunds provided will be kept in each family Financial File.

1. REFUND OF ENROLMENT DEPOSIT

1. A $50 administration fees will be deducted from the Enrolment Deposit if families cancel prior to the beginning of the school year.

2. Refund of the Enrolment Deposit if families cancel after the beginning of the school year will be at the Principals discretion.

2. REFUND OF SCHOOL FEES

1. School Fees will be refunded from the date the College is advised that the student has been withdrawn from school.

2. Fees will be refunded on a pro-rata basis calculated as per the following formula:

\[
\text{Fees Payable for the year} \div 40 = \text{amount per week refundable. This amount will be refunded for each week the student has not attended College for a particular term. The refund amount will be credited to the Family Account.}
\]

3. Where a student is withdrawn from school, and they are eligible for a refund, their refund will be granted within 30 days of the student leaving provided all text books have been returned to the College Library.

4. Where fees have been paid in advance a refund cheque will be forwarded to the billing address on record. Where Non Resident Parents are paying part of the account special consideration will be given as to how the refund is processed. All refunds will be processed as per MAZE Manual Payments 3.6.

5. Where fees have not been paid in advance the families account will be credited with the refundable amount and the balance of fees owing must be paid.
3. **REFUND OF SUBJECT LEVIES**

1. Subject levies will be refunded from the date the College is advised that the student has been withdrawn from school.

2. The table below indicates how pro-rata refunds will be calculated for subject levies. Please note for subject levies under $20 refunds will only be provided upon request.

<table>
<thead>
<tr>
<th>Date advised student is leaving</th>
<th>Before 30 April</th>
<th>Before 30 August</th>
<th>After 30 August</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount of levies paid in advance to be refunded</td>
<td>Two Thirds Levies</td>
<td>One third Levies</td>
<td>No refund</td>
</tr>
</tbody>
</table>

3. Where a student is withdrawn from school, and they are eligible for a refund, their refund will be granted within 30 days of the student leaving provided all textbooks have been returned to the College Library.

4. Where fees have been paid in advance a refund cheque will be forwarded to the address on record.

5. When levies have not been paid in advance a family’s account will be credited with the refundable amount and the balance of levies owing must be paid.

4. **REFUND OF SUBJECT LEVIES DUE TO A CHANGE OF SUBJECT**

1. The amount of refund for the subject a student is changing from will be accessed on an individual basis in consultation with Subject Teacher and Administration Officer.

2. Consideration will be given to the amount of levy, which has been utilised by the student in that subject up till date a change of subject was approved.

   **Examples**
   - Materials used
   - Subject competitions
   - Subject Workbooks issued
   - Excursions budgeted for in levies
   - Photocopying issued

3. The amount charged for the subject the student is changing to will be accessed on an individual basis in consultation with the Subject Teacher and Administration Officer.
4. Consideration will be given to the amount of the levy, which is to be utilised by the student in that subject from the date a change of subject was approved.

Examples

- Materials to be used
- Subject competitions
- Subject Workbooks to be issued
- Excursions budgeted for in levies
- Photocopying to be issued

5. REFUND OF P & F AND TECHNOLOGY LEVY

1. The P & F Levy is charged in Term One for the entire year.

2. The P & F Levy will be refunded on a per term basis as per the table below.

<table>
<thead>
<tr>
<th>REFUND OF P &amp; F AND TECHNOLOGY LEVY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term in which student leaves</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>Amount of refund</td>
</tr>
<tr>
<td>3/4</td>
</tr>
</tbody>
</table>

6. REFUND OF BUILDING FUND LEVY

1. The Building Fund Levy is charged each term.

2. There will be no partial refunds of the Building Fund Levy.

7. REFUND OF VET SERVICES FEES

Refunds will be given on a pro rata basis for consumable costs where students leave before the completion of the VET service.

8. REFUND OF INSTRUMENTAL MUSIC LESSONS

1. No refunds are given for Instrumental Music Lessons missed by students. Instrumental Music teachers will make up for lessons missed due to Public Holidays or other College activities.

2. Due to staffing of Instrumental Music Program parents need to make a Term Commitment when enrolling their child in the Program therefore no part term refunds will be made. An Instrumental Music Cancellation Notice needs to be completed and forwarded to the office so records can be amended and subsequent terms will not be charged.
9. REFUND OF TEXT BOOK HIRE BOND

Text Book Bonds will be refunded to the fee account when all Library Books and Textbooks have been returned in an acceptable condition if a refund has been requested on the appropriate form. The cost of replacement or repair for books not returned in an acceptable will be deducted from the Text Book Bond before any refunds.

10. REFUNDS FOR A TERM ABSENCE

In some instances parents may request that their student be absent from College for a whole term. In this situation, to ensure continued enrolment of their student some fees will need to be paid. Refund for students absent for one or more terms will be as follows.

1. SCHOOL FEES – the terms fees will be reduced by 50% for the term/terms absent.
2. SUBJECT LEVIES – will be refunded for the term/terms absent
3. BUILDING FUND LEVY – there will be no refund for the Building Fund Levy
4. TECHNOLOGY LEVY – there will be no refund for the Technology Levy
5. P & F LEVY – there will be no refunds for the P & F Levy.

Refunds are not provided on levies 3 – 4 due to the funds being committed in the budget the previous year to finance buildings and equipment for use in the long term.

Application for refunds should be forwarded to the College on the appropriate form.

11. CAMP REFUNDS

Refunds for camp will be provided at the discretion of the Principal. An application for a refund must be addressed to the College Principal in writing.

Once approved refunds will be credited to the family account following the date of the camp when all costs associated with the camp have been finalised. All costs charged on a per head basis (e.g. food and accommodation) will be refunded. Fixed costs (e.g. cost of the bus, venue hire) will be refunded in part of full based only if the camp budget is in surplus.

It may take several months for camps to be finalised before these refunds can be applied to the family account.