



Refund Policy and Procedures

Financial Procedures

PROCEDURES FOR REFUND OF SCHOOL FEES AND LEVIES

Refunds will be calculated using the Refund of College Fees Template. Records of refunds provided will be kept in each family Financial File. Refunds of Fees and Levies for students attending TAFE or a school based apprenticeship will not be granted for various reasons: -

- the student is taking the place of a full-time student
- to attend a school based apprenticeship or certificate course the student needs to be enrolled at the College.

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. Fees will be payable for the whole term in which the enrolment is terminated. For a reduction in fees a written request must be made to the Principal at the time of notification and may be granted at the Principal's discretion.
2. Where a student is withdrawn from school, and they are eligible for a refund, their refund will be granted within 30 days of the student returning all College resources to the College Library in undamaged condition. An invoice will be included in the final calculations for damaged equipment.

Where fees have been paid in advance a refund will be credited to the bank account 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 Dynamics Quick Reference Guides.

3. 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.
4. If any fees remain outstanding, they will be payable as per the normal payment terms and where appropriate, any fees in credit will be refunded.

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 Subject levies will be refunded from the date the College is advised that the student has been withdrawn from school.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

PRO-RATA REFUND OF SUBJECT LEVIES			
Date advised student is leaving	Before 30 April	Before 30 August	After 30 August
Amount of levies paid in advance to be refunded	Two Thirds Levies	One third Levies	No refund

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 will be processed to the parent's nominated bank account by online transfer.
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, Business Manager and/or Financial Secretary and the table above.
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

- The amount charged for the subject the student is changing to will be accessed on an individual basis in consultation with the Subject Teacher, Business Manager and/or Financial Secretary and the table above.
- 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/Camps budgeted for in levies
- Photocopying to be issued

5. REFUND OF P & F AND TECHNOLOGY LEVY

- The P & F Levy is charged in Term One for the entire year.
- The P & F Levy will be refunded on a per term basis as per the table below.

REFUND OF P & F AND TECHNOLOGY LEVY				
Term in which student leaves	1	2	3	4
Amount of refund	3/4	1/2	1/4	Nil

6. REFUND OF BUILDING FUND LEVY

- The Building Fund Levy is charged each term.
- 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, VOICE LESSONS and CHOIR LEVY

- No refunds are given for Instrumental Music or Voice Lessons missed by students. Instrumental Music/Vocal teachers will make up for lessons missed due to Public Holidays or other College activities.
- Due to staffing of Instrumental Music, Vocal Program and Choir no part term refunds will be made, therefore parents need to make a Term Commitment when enrolling their child in the above Programs. An Instrumental Music/Vocal 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 RESOURCE HIRE BOND

Resource Hire Bonds will be refunded to the fee account when all IT Equipment, Library Books and Textbooks have been returned in an undamaged condition, providing a refund has been requested on the appropriate form.

NOTICE OF TERMINATION OF ENROLMENT forms can be collected from the College Office. The cost of replacement or repair for books not returned in an undamaged condition will be deducted from the Resource Hire 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. Please contact Finance on xFees@bne.catholic.edu.au or 4197 1261 for a copy of the "Application for Refund – Term Absence" Form.

11. CAMP AND EXTRA-CURRICULAR EXCURSION REFUNDS

Refunds for camps and excursions will be provided at the discretion of the Principal based on individual circumstances. An application for a refund must be addressed to the College Principal in writing. This can be emailed to xFees@bne.catholic.edu.au.

All costs charged on a per head basis (e.g. food, accommodation, individual nomination fees) may be refunded. Fixed costs (e.g. cost of the bus, venue hire, team nominations) will not be refunded.

Once approved, refunds will be credited to the family account after the camp or excursion has occurred and all costs associated with the activity have been finalised. In some cases, this process may not be completed until the term following the activity date.