



MARYSVILLE PRIMARY SCHOOL.1273

REFUND POLICY

PURPOSE

This policy is developed to provide guidelines and outline circumstances where payments made to the school can be refunded to parents/guardians.

GUIDELINES

Types of payment for which refunds might apply:

School Councils can request contributions for education items and services from parents and guardians for students in Victorian government school in the following categories.

- Curriculum contributions
- Extra-Curricular contributions
- Other contributions
- Uniform purchases

All administrative and financial processes are compliant with Department of Education and Training (DE) requirements, including CASES 21 financial reporting.

Curriculum Contributions

Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the curriculum.

Extra-Curricular Contributions

Items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides for free to deliver the curriculum. These are provided on a user pays basis.

These items can include:

- Extra-curricular programs or activities e.g. Gymnastics Classes, Skiing Program, Hooptime Classes and dance classes
- School-based performances, productions, events
- Excursions and incursions
- Additional school items such as student/class photographs

Other Contributions

Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives, for example for grounds maintenance or building trust.

MPS Uniform Shop

Refunds are subject to the supplier's policy which states:

- Items returned within 14 days of original purchased
- Items must be in original condition as purchased
- Items must not have been worn.
- Any refund will be returned via the original payment method.

IMPLEMENTATION

School activities such as (but not limited to) incursions, excursions, camps and purchases must be paid for prior to the event and be accompanied by a signed parent authority where appropriate.

Refunds are all subject to the discretion of the principal on a case-by-case basis, and usually follow the guidelines below.

Curriculum Contributions

Refunds are not available for payments made for curriculum contribution items that are retained by the student.

Camps, excursions, and incursions

- Refunds are not available where payment for transport and entrance fees is a flat charge split across the number of students expected to attend.
- Refunds are not available when the school will be out of pocket.
- Refunds may be available when the school receives a credit from a third-party provider involved in the camp or excursion.

Other extra-curricular contributions

As these are usually charged on a user-pay basis, refunds may be available for payments made for these items. The following criteria must be satisfied.

- The student has not participated in the service or received the item that has been paid for.
- The school in turn receives a credit for payments where a third party is involved (e.g., Instrumental teacher or admittance fees and charges)
- The school is not out of pocket for any expenses incurred.

Other Contributions

All refunds of voluntary financial contributions are subject to the discretion of the principal on a case-by-case basis, and usually follow the guidelines below.

- Refunds can be provided on a pro-rata basis if a student ceases to be enrolled at Marysville Primary School. A written request for refund should be directed to the Principal, Marysville Primary School, 15 Falls Road, Marysville, Victoria 3779. Or marysville.ps@education.vic.gov.au

RELATED POLICIES

Department of Education and Training Parents Payments Policy

EVALUATION

This policy will be reviewed every two years by School Council to confirm/enhance internal control procedures.

POLICY REVIEW AND APPROVAL

This policy will be reviewed as part of the school's two-yearly review cycle.

Next Review Date: February 2025