Mount Waverley Secondary College

Reimbursements and Refunds Policy

REFUNDING PAYMENT FOR COLLEGE ACTIVITIES

Organisation of Activities

All activities run by the College, whether on-campus or held off-campus, must be approved by a Principal on a Camps/Excursions Form.

All activities must include a charge for transport (if applicable), Teacher replacement, entry fee (if applicable) and other charges that may occur during the activity.

General Day or Part Day Activities

A refund for activities will depend on the College recouping charges which have been outlaid in good faith by the College on behalf of the student, i.e. if the activity attracts an entry fee this fee will only be refunded if the College does not need to pay the fee for those who do not attend and have been booked to attend. Similarly if a bus is hired, the cost of the bus must be covered before a refund may be given.

Camps, Overnight Activities, VET, Sport and similar activities

If a student decides not to continue with this activity a refund will depend on the ability of the College to recoup the costs for the activity. A 10% administration cost will be deducted from the refund.

If a student withdraws from a Camp, the incurred budgeted costs of buses, teacher replacement and deposit may be charged against any refund payment.

In all cases where deposits are required and paid, the deposit will be non-refundable and the following statement will form part of the information sent to parents/guardians:

“Please note that the deposit for this activity is non-refundable”

Review and Approval

The Mount Waverley Secondary College has approved this policy as at October 2010 and reserves the right to review its policy regularly to adjust for changes to Government Policy and Mount Waverley College Objectives.