



## Mount Waverley Secondary College 2017 PARENT PAYMENT REFUND POLICY

### Partial charges and refund guidelines

The guidelines below are in place to guarantee a fair and balanced treatment of families who either;

1. Know in advance that they won't complete a full school year
2. Have paid in full and asked for a refund on the basis that their child is no longer enrolled at Mount Waverley Secondary College.

Category	Type	Refund guidelines
Essential student learning items	<ul style="list-style-type: none"> <li>▪ Materials and services that are essential to support instruction in the standards curriculum</li> </ul>	Refund possible if total has been paid and only in the following circumstances: 1 <sup>st</sup> term: 50% refunded 2 <sup>nd</sup> term: 25% refunded 3 <sup>rd</sup> term: no refund 4 <sup>th</sup> term: no refund
	<ul style="list-style-type: none"> <li>▪ Band Program</li> </ul>	
	<ul style="list-style-type: none"> <li>▪ Subject charges</li> </ul>	
	<ul style="list-style-type: none"> <li>▪ iPad configuration fee</li> </ul>	No refund, iPad configured at the beginning of the year
Optional extras	<ul style="list-style-type: none"> <li>▪ Subject competitions &amp; edrolo</li> </ul>	No refund, ordered at the beginning of the year
	<ul style="list-style-type: none"> <li>▪ Camps, excursions, activities</li> </ul>	Refund possible if prior to the booking being made. Deposit non-refundable
	<ul style="list-style-type: none"> <li>▪ School magazine</li> </ul>	No refund
	<ul style="list-style-type: none"> <li>▪ VET</li> </ul>	No refund if withdrawn after the cut off date
Voluntary contributions	<ul style="list-style-type: none"> <li>▪ Instrumental music</li> </ul>	Deposit non-refundable. Refer to music contract
	<ul style="list-style-type: none"> <li>▪ College Council Contribution</li> <li>▪ Ground Fund</li> </ul>	Refund possible if total has been paid and only in the following circumstances: 1 <sup>st</sup> term: 50% refunded 2 <sup>nd</sup> term: 25% refunded 3 <sup>rd</sup> term: no refund 4 <sup>th</sup> term: no refund
	<ul style="list-style-type: none"> <li>▪ Building Fund</li> </ul>	No refund

### CERTIFICATION:

This policy was presented to Finance Committee on 18 May 2017.

Presented to College Council 15 June 2017.