



# PARENT PAYMENT REFUND POLICY

## PURPOSE

Parents and guardians are asked to make voluntary curriculum and other non-curriculum financial contributions to Mount Waverley Secondary College. They are also given the opportunity to make opt-in payments for extra-curricular activities and items.

The aim of this policy is to have a fair and equitable system in place and to provide a clear understanding of how refunds will be processed.

## SCOPE

**Curriculum** contributions are allocated to materials and services provided for curriculum expenses such as ID cards, art and technology materials, chemicals and musical instruments.

**Other Non-curriculum** contributions allow us to run extensive wellbeing programs, offer enhanced digital learning opportunities, provide a faster WIFI and internet experience and develop and enhance our grounds and indoor and outdoor learning spaces.

Mount Waverley Secondary College also offers a variety of items and **extra-curricular** services and activities such as excursions and camps that enhance or broaden the schooling experience of students and are above and beyond what the school provides to deliver the curriculum. Parents and guardians are invited to purchase optional extra-curricular items and activities on a user-pays, opt-in basis.

## POLICY STATEMENT

All parent financial contributions relating to “Curriculum Contributions” and “Other contributions” are voluntary and this is clearly communicated in the Compass payment centre. It is encouraged that when submitting payment for the voluntary contributions that parents have a clear understanding and have followed all the instructions through the Compass Portal. The College is unable to process refunds for “change of mind”.

Any refund requests relating to **extra-curricular items and activities** will be considered in the context of the viability of the activity for other students being compromised and/or the college being financially disadvantaged as determined by the principal or their delegate.

This policy covers the processes required by parents/guardians to apply for refunds and the process that the college will undertake to provide refunds.

- All refunds must be applied for in writing, other than when the college cancels an activity.
- Parents/guardians must apply for a refund no later than 14 days after the activity takes place including the reason the student did not attend.
- All refunds will be made via a bank transfer to the recipient.
- If a student cannot attend an activity due to school discipline processes, the refund process outlined above will apply.

## FURTHER INFORMATION AND RESOURCES

<https://www.education.vic.gov.au/PAL/parent-payments-one-page-overview.docx>

<https://www2.education.vic.gov.au/pal/parent-payment/policy>

## EVALUATION

This policy will be reviewed annually by the Finance Committee as part of the college's ongoing review cycle.

## POLICY REVIEW AND APPROVAL

Policy last reviewed	17 <sup>th</sup> March 2022
Approved by	School Council
Next scheduled review date	18 <sup>th</sup> May 2023 reviewed annually

## CERTIFICATION:

This policy is to be presented to Finance Committee on 18<sup>th</sup> May 2023 and to be endorsed by College Council 18<sup>th</sup> May 2023