



**Help for non-English speakers**

If you need help to understand the information in this policy, please contact Hume Valley School.

Ph: 9309 3477

**PHILOSOPHY**

Hume Valley School believes that the Camps and Incursion/Excursion programs are an essential learning opportunity for our students and highly beneficial for their educational, social and vocational development. These programs, aligned with the curriculum, provide opportunities for students to participate in particular learning experiences that cannot be gained in the classroom.

We encourage all students to participate in camps and incursions/excursions.

There will be occasions when students need to withdraw from a camp or in/excursion after they have made payment.

The school must ensure that the provision of services for students (ie in/excursions/camps do not incur direct costs to the school).

**AIM**

To provide a fair and equitable refund system.

**GUIDELINES**

Students withdrawing from camps and in/excursions will not be automatically entitled to a refund.

1. Where the school is charged for the provision of a program or service as a bulk cost and not per head cost, no refund/credit is able to be given until all outstanding costs are met.
2. Where a 'per head' fee is charged refunds/credits are able to be given.
3. Where there is a combination of a bulk charge and a 'per head' charge in an excursion e.g. visit to a zoo. Bus charge is bulk cost. Entry fee is per head cost. Only the 'per head' component is able to be refunded/credited.
4. Deposits paid for school camps will be non-refundable unless cancelled by the school or at the discretion of the Principal.
5. The 'Camps and Incursion/Excursion Refund Request' form must be completed for all reimbursements within 14 days of the event. Form is available at the general office.
6. All refunds will be made by crediting the school family account. If the refund is over \$20, a direct deposit can be made, if requested, to a nominated bank account.

No cash refunds can be given.

7. The Principal will have the capacity to view special circumstances on an individual basis.

**Evaluation:**

This policy will be reviewed annually as part of the school's review cycle.

**REVIEW CYCLE**

This policy will be reviewed as part of the school's annual year review cycle.

<b>Policy last reviewed</b>	February 2022
<b>Consultation</b>	February 2022 Student Wellbeing Team, SSL, School Council
<b>Approved by</b>	Principal
<b>Next scheduled review date</b>	February 2023

**CAMPS AND INCURSION/EXCURSION REFUND REQUEST**

DATE: \_\_\_\_\_

STUDENT'S NAME: \_\_\_\_\_

GRADE: \_\_\_\_\_

CAMP, INCURSION/EXCURSION: \_\_\_\_\_

AMOUNT PAID: \_\_\_\_\_

REASON FOR REFUND: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PARENT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

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**Office Use Only**

Approved: Yes

No

Refund Amount: \_\_\_\_\_

Authorised by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_