

# RANFURLY PRIMARY SCHOOL

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## **PARTICIPATION & REFUNDS FOR EXTRA CURRICULAR ACTIVITIES, CAMPS & EXCURSIONS**

Tabled at School Council Meeting February 22nd 2011

### **INTRODUCTION**

Ranfurly Primary School encourages all students to participate in camps, excursions and extra curricular activities, including school trips.

### **POLICY**

#### **1. Participation**

Parents are asked to ensure that all essential items fees are paid in full before considering payments for extra-curricular activities, camps and excursions.

#### **2. Refunds**

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

A full refund will be payable to the student when:

- no cost is incurred by the school and the place is filled by another student
- The Principal deems the student's withdrawal was unavoidable eg: illness. Proof of reason for withdrawal may be requested in such circumstances. (e.g. Medical certificate from Doctor)

A partial refund may be payable to the student withdrawing when:

- The Principal deems the student's withdrawal was unavoidable but the school has incurred expenses relating to the withdrawal. In such cases the refund will be the full amount paid by the student, less expenses incurred by the school as a result of the withdrawal.
- The Principal deems the student's withdrawal to be avoidable. In such cases, the refund will be the full amount paid by the student, less an administration charge of up to \$20, and any expenses incurred by the school as a result of the withdrawal.

All requests for refunds of camps, excursions and extra-curricular activities, including school trips must be made in writing to the Principal stating the reason for the request and should include any supporting documentation (e.g. medical certificate).

All requests for refunds must be received at the school not later than two weeks after the date of the camp, excursion or extra-curricular activities.

#### **3. No refund will be payable to the student withdrawing when:**

The Principal deems the withdrawal was avoidable and the school has incurred the full costs of the excursion or camp.