



REFUNDS POLICY

CHILDSAFE STATEMENT

At Mornington Secondary College we hold the care, safety and wellbeing of children and young people as a central and fundamental expectation of our college. Mornington Secondary College is committed to protecting students from abuse or harm while at school and in our care. Mornington Secondary College's Child Safety Code of Conduct is consistent with the Education Department's recommendation.

<http://www.education.vic.gov.au/about/programs/health/protect/Pages/chilsafestandards.aspx>

PURPOSE

To ensure that all members of the school community understand the school's policy and process for refunding monies paid for activities and excursions.

SCOPE

This policy outlines the process for refunding monies paid for College activities.

POLICY

All activities run by the College, whether on-campus or held off-campus, must be approved by Assistant Principal/ Camps and excursions and in certain circumstances College Council, 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. Any refund request for activities must be made in writing.

A refund for excursions / Incursions (whole day or part day) including sporting activities will depend on the College recouping payments 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. This applies in all circumstances including illness with a medical certificate.

The College will only refund the cost of a camp or overnight activity if the College is able to recoup any payment outlaid to the providers of such camp or overnight activity. Similarly if a bus is hired, the cost of the bus must be covered before a refund may be given. This applies in all circumstances including illness with a medical certificate.

In certain circumstances the College is required to pay a non refundable deposit for an activity. When this is the situation a non refundable deposit will be required as an expression of interest for an activity. This will not be refunded if the student does not continue with the activity. The documentation sent to parents will advise that the deposit is non refundable.



REVIEW CYCLE

Mornington Secondary College Council has approved this policy and reserves the right to review the policy in line with any future changes to Government policy and Mornington Secondary College objectives.

This policy was last updated in June, 2020 and is scheduled for review in June 2022.