Mornington Secondary College

REFUND POLICY

PURPOSE

To ensure that all members of the Mornington Secondary College 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 Mornington Secondary College activities.

POLICY

All activities run by Mornington Secondary College, whether on-campus or held off-campus, must be approved by Assistant Principal - Camps and excursions and in certain circumstances Mornington Secondary College School 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 Mornington Secondary 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.

Mornington Secondary 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 Mornington Secondary 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 School 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.

Policy last reviewed:	February 2026
Approved by:	School Council
Next scheduled review date:	February 2027