

## Mount Ridley P12 College

# OPERATIONAL GUIDELINES FOR REFUNDS FOR COLLEGE ACTIVITIES



### Help for non-English speakers

If you require assistance with understanding this policy, please do not hesitate to contact the College and someone will organise a multicultural aide or the relevant person to assist you.

## EXCURSIONS AND INCURSIONS

Costs for excursions or in College activities are calculated based on the number of students who have returned the permission form for the activity. Costs are calculated to minimise the expense to parents. Credits can only be possible if the venue does not charge the College for the student not attending. The cost of the transport will not be refundable as this charge is not dependent on the number of students attending.

The following guidelines detail the procedures to be followed for credits relating to College excursions and/or College activities.

1. Any student withdrawing from an activity or excursion other than ill health will need to provide a valid reason in writing addressed to the College Principal to obtain a credit which will be at the discretion of the College Principal or Nominee.
2. Any student withdrawing from an activity or excursion due to ill health will need to supply a medical certificate to obtain a credit.
3. If the activity or excursion has been prepaid, no credits will be given as the cost of the student not attending has already been paid by the College. **Credits will only be given if the venue refunds the College.**
4. Credits will be issued to the family account.
5. Refunds will only be made to Year 12 students not attending the last excursion/activity for the year if the student has no siblings at the College.
6. The cost of transport or visiting performers is not refundable as the costs are calculated on the number of students attending prior to the event.

7. If College excursions and/or activities are cancelled by the college, a full refund will be issued to the families' accounts for future use.

## CAMPING PROGRAM

The following guidelines detail the procedures to be followed for payments relating to College Camps.

1. The Camp Coordinator in conjunction with the College Principal and Business Manager determine the full cost of the camp based on the number of participants.
2. The deposit is non-refundable under any circumstances as costs per student are calculated on the number of students attending as determined by the number of deposits.
3. Any refund credits will be at the discretion of the College Principal or Nominee.
4. Partial refund credits will only be considered under the following circumstances where the student has withdrawn from the camp:
  - Due to a serious personal or family crisis.
  - Illness or injury which requires a medical certificate.
  - Following the payment of all related camp expenses, it may not be possible to provide a full refund of the balance if funds remaining are insufficient.
5. If College camp programs are cancelled by the college, a full refund will be issued to the families' accounts for future use.

## COMMUNICATION

These guidelines will be communicated to our school community in the following ways:

- Included in staff induction processes;
- Available publicly on our College's website;
- Made available in hard copy from our College administration upon request.

## REVIEW AND APPROVAL

<b>Consultation</b>	<b>Business Manager / Principal</b>
<b>Endorsed by</b>	Principal – Carmelo Pagano
<b>Endorsed on</b>	12 <sup>th</sup> August 2025
<b>Next review date</b>	2028