

## **REFUND POLICY**

### **1. Materials & Services Charges**

Any families who have paid their yearly Materials & Services Charge in full and transfer in the same year to a private school or relocate interstate will receive a refund that is calculated by the Finance Office according to the number of weeks enrolled at our site for materials and services provided.

When a family transfer to another government school they are entitled to take all consumable items stated in the Materials & Services Charges with them. Legislation states that families will only receive one invoice for Materials & Services Charges per calendar year payable to their first enrolling school.

### **2. Refund of a Paid Expense May Occur When:-**

- The whole event/activity has been cancelled and no longer scheduled to occur.

### **3. Reimbursement**

In all instances, families will be advised that the refund of paid funds will appear as a credit on their family statement.

### **4. Waiving of Fees**

The school Principal has authority to waive any fee issued by the school at his/her discretion.