



Tumut High School Policy Document

"THS supports a SAFE learning community which develops RESPECTFUL and RESPONSIBLE citizens"

Excursion Refund Policy

RATIONALE

Payment for an excursion is considered to be a commitment to attend and an acceptance of all arrangements as outlined in the permission letter. If a student cannot attend an excursion, and subsequently requests a refund, the following considerations will need to be taken into account.

IMPLEMENTATION

Parents who would like to request a refund for their child's nonattendance on a school excursion are required to apply in writing, clearly outlining the reason/s the student did not attend.

This request will be forwarded to the Administrative Manager and Deputy Principal for their consideration. All refunds will be at their discretion and will generally be processed **after** all excursion accounts have been finalised.

The decision whether to grant a refund request will take into consideration the following:

1. Whether a non-refundable amount has been indicated on an excursion. This amount will not be refunded to the student.

An exception may be made if there are students on a waiting list. Any substitutions will need to occur prior to arrangements being finalised, or the closing date of the excursion. Substitutions will be made at the discretion of the Deputy Principal, Administration Manager and the teacher organising the excursion.

2. The costs of the excursion (e.g. transport, levies, etc.) and whether the total costs will be covered by the number of students that did attend.

3. Whether advance payments have been made (e.g. accommodation/transport deposits, performances, etc.).

For major excursions such as "Europe" and "Central Australia" where travel is arranged through a travel agent, students are required to take out travel insurance to recover their money in the event they are unable to attend. Once arrangements are finalised the school is unable to arrange a refund.

4. Whether the reason provided is "justifiable" and **after** consideration of the above points.

Justifiable Reasons for a Refund Include:

- Illness/Injury – please provide medical certificate if available
- Hospitalisation, medical appointments – if supporting documentation provided.
- Bereavement in the family
- Family Holiday – but only if notified in advance of the excursion taking place

Un-Justifiable Reasons for a Refund include:

- Forgetting, or changing your mind
- Personal/Family reasons (without further explanation)
- Part-time employment
- Being sent home during the course of an excursion due to misbehaviour

Please Note: *the above are examples only and all requests will be judged according to their merits.*

A fee may be deducted from the refund amount to cover administration costs. The administration fee will be \$5.00 or 10% of the excursion cost, whichever is the greater amount.

Related Department of Education Policies & Documents

Excursions Policy Implementation Procedures, 2014:

https://detwww.det.nsw.edu.au/policies/student_admin/excursions/excursion_pol/implementation_1_PD20040010_i.shtml?level=Schools&query=excursions+overseas

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