



POLICY REVIEW AND APPROVAL

This Policy has been reviewed and endorsed by the School Council:	March 2023
This Policies next review and endorsement is due in one year:	2024



HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Geelong High School on 03 5225 4100 or geelong.hs@education.vic.gov.au.

Rationale:

Geelong High School encourages all students to participate in extra-curricular activities. However, Geelong High School must ensure that these activities do not run at a loss and as a result incur costs to the School.

There will be occasions when for whatever reason(s), a student needs to withdraw from a program, camp and/or excursion after they have made payment to Geelong High School for all or part of that activity.

Aims:

To provide a fair and equitable refund system.

Implementation:

Students withdrawing from:

VET – will not be entitled to a refund after attending the program for the first two weeks of term 1. Camps & Excursions:

1. Where no cost is incurred by Geelong High School, a full refund shall be payable provided that:
 - the student's place is filled by another student;
 - Geelong High School deems the student's withdrawal was unavoidable. e.g. illness
2. A partial refund shall be payable to the student withdrawing when:

Geelong High School deems the student's withdrawal was unavoidable but has incurred expenses relating to the withdrawal. In such cases, the refund will be the amount paid by the student, less expenses incurred by Geelong High School as a result of the withdrawal.

3. No refund will be payable to the student withdrawing when:
Geelong High School deems the withdrawal was avoidable and has incurred the full costs of the camp or excursion.

Refunds will only be given when requested in writing within 21 days of the excursion taking place or the commencement of the camp.

Where Geelong High School makes the decision to cancel a camp or excursion due to insufficient numbers, the amount paid by the student shall be refunded in full. Where a camp or excursion has to be rescheduled because of Government warnings, e.g. trips overseas, fire danger etc. parents may request a refund of monies paid by them less any funds retained by the Booking Company for the rescheduled trip.

The Principal, will have the capacity to view special circumstances on an individual basis.