

REFUND POLICY



Refund of Extra Cost Optional Components (camps, excursions and other optional activities)

A student's participation in an extra cost optional component is conditional on payment of the costs of that component.

Costing for these activities is carefully considered. All costs associated with provision of the activity are divided equally by the number of students participating. Camp, excursion and other optional activities costing is divided into refundable and non-refundable components, defined below.

- **Non-refundable** items, where the cost remains unchanged if the student attends or not, e.g. bus hire or accommodation.
- **Refundable** items, other user pays items are refundable, where a charge is only applied for those who attend, e.g. movie entry ticket or restaurant meal.

A non-refundable deposit may be requested to secure participation in the activity, including high cost activities such as School Ball, Country Week, excursions or camps.

A final payment deadline date is set prior to the activity.

A full refund will be provided if:

- the school cancels the activity
- the student cancels before the deadline date

If the student cancels after the deadline date, and the school has been unable to obtain a refund, the non-refundable portion will be forfeited upon withdrawal as their place has already been booked and paid for. Refunds will be considered on a case by case basis.