



2020 PARTICIPATION AND REFUNDS FOR CAMPS, EXCURSIONS AND ACTIVITIES

1. Rationale:

To provide clear guidelines for the participation and refund of financial contributions paid by parents/guardians and independent students for activities, camps and excursion.

2. Aim:

Nossal High School strongly encourages all students to participate in camps, excursions and extracurricular activities to enhance wider learning experiences.

To ensure that consideration is given to a pro-rata refund of a pre-paid financial contribution where a student withdraws from an activity due to medical or other school approved circumstance.

3. Implementation

- Parents are advised to ensure that all requested Essential contributions are paid in full before considering payments for extra-curricular activities.
- Parents must provide notification in writing of withdrawal/non-attendance from an event as soon as practicable but no later than 14 days prior to the event, except for illness with the provision of a medical certificate.

4. Refunds:

- Students withdrawing from camps, excursions and/or activities will not automatically be entitled to a refund.
- Any eligible refund amount will be allocated to outstanding charges first and refunded only when all accounts are at a nil balance.
- Where **no** cost is incurred by the school, **a full refund** may be payable when:
 - The student's place is filled by another student.
 - The Principal/Principal's Delegate deems the student's withdrawal was unavoidable eg: illness. Proof of reason for withdrawal may be requested in such circumstances. e.g medical certificate.
- A **partial refund** may be payable when:
 - The Principal/Principal's Delegate deems the student's withdrawal was unavoidable but the school has incurred expenses relating to the withdrawal.
 - The Principal deems the student's withdrawal to have been unavoidable.
 - In such cases, the refund will be the full amount paid less any expenses incurred by the school because of the withdrawal. E.g. Prepaid entry fees
- **No refund** will be payable when:
 - The Principal deems the withdrawal was avoidable and the school has incurred the full costs of the excursion, camp, or activity.

5. Communication with Families

- Nossal High School Parent Payment Policies (annually revised) are listed on the school website
- A link to the website for policy information will be provided to parents via the School newsletter
- As part of the Parent Funded Contributions information as detailed on CompassPay, a link to the website for policy information will be provided.
- Policies to be available on the Website in Term 4 of the preceding school year are:
 - NHS Parent Payment Policy
 - NHS Financial Hardship Policy
 - NHS Refunds – Camps & Excursions Policy.

10. Contact Details

General enquiries and payment information should be addressed to finance@nossalhs.vic.edu.au

Feedback to the School Council regarding the Parent Payments policy and annual charges should be addressed to school.council@nossalhs.vic.edu.au

Complaints should be addressed to The Principal at roger.page@nossalhs.vic.edu.au

Monitoring and Review of the implementation of the policy

Nossal High School Council will annually monitor and update as required the implementation of the participation and refunds for camps, excursions and activities. Parent feedback and impact on essential programs, activities and additional learning experiences will be reviewed.

Date Implemented	26/04/2017
Author	Gayl Shute (Business Manager)
Approved By	Nossal High School Council
Approval Authority	
Date Approved	12/05/2020
Responsible for Review	School Council Finance Sub Committee
Review Date	October 2020
References	http://www.education.vic.gov.au/school/teachers/management/finance/Pages/guidelines.aspx