REFUND POLICY

This policy will guide all individuals and give clear and consistent guidelines governing refund of payments between the College and its community.

Refunds for Students’ Charges
(incur a $20.00 Administration Fee unless otherwise stated)

1. Building/Library/Grounds/Computer Fund – Non Refundable. Donations to the College are non-refundable.

2. Elective Charges
   - Fully refundable if paid in the preceding year and student does not commence the elective.
   - Pro rata, based on what course components - materials, excursions or handouts have been completed and received at the time of exit. The reimbursement amount will be dependent upon which activities have already been completed.
   - Nil refund after commencement of Term 4.

3. Basic Service Levy for all programs
   - General Excellence
     - Fully refundable if paid in the preceding year and student does not commence at the College.
     - Pro rata, based on the exit date per term eg leaving half way through 2nd term, refund will be for two terms less $20.00 Administration Fee.
     - Nil refund after commencement of Term 4.
   - Specialist Programs
     - Deposit becomes non refundable if the student withdraws from the program after 1 December of the preceding school year
     - The rates at which refunds will be made are:
       - Exiting during but before the end of Term 1 and fees fully paid – 50%
       - Exiting during or before the end of Term 2 and fees fully paid – 25%
       - Exiting during but before the end of Term 3 and fees fully paid – 12.5%
       - Nil refund after commencement of Term 4

Exceptions:

- If student is exiting due to medical reasons (medical certificate required) or the College accepts that there are extenuating circumstances then refund will be determined case by case by the Director of the Specialist Program and the Business Manager.
Students who have incurred an injury and have received extensive physiotherapy through the College will have their refund adjusted accordingly.

4. VET – delivered by Rowville Secondary College
   Full or partial refund of fees will be made if:
   - Long term illness prevents the student from completing the program.
   - Family relocating and student exiting or transferring to another school.
   - Student withdrawing from program early in the year owing to change in career goals.

   ***It should be noted that as there may be instances where advance payment is made on behalf of the students at or before the start of the year, it may not be possible to grant a full refund even where a student withdraws very early in the year.

   No refund will apply where a student has been withdrawn from the program due to inappropriate behaviour or attitude.

   The rates at which refunds will be made are:
   - Exiting during but before the end of February – 90%
   - Exiting during but before the end of Term 1 – 75%
   - Exiting during but before the end of Term 2 – 50%
   - Nil refund after commencement of Term 3.

   Documentation/evidence required for a refund to be approved:
   - Long term illness – medical certificate
   - Student relocating/exiting – Exit form and Transfer Note
   - Change in Career Goals – letter from Parent/Guardian/Carer requesting course change and written approval by student’s Senior School Co-ordinator or Careers & Pathways Educator.

5. VET (EXTERNAL)/VCAL
   - Fully refundable if paid in the preceding year and student officially withdraws from the course prior to 28 February of the current school year.
   - Nil refund if student officially withdraws after 28 February of the current school year.

6. SBAT – delivered by atEAST
   - 1st year SBATs will receive $175.00 refund on application if a student withdraws prior to the school year commencing.
   - No refund is applicable after the end of February.
   - 2nd year SBATs may apply for a full refund if they withdraw from the program before the commencement of the new school year.
   - 2nd year SBATs may apply to receive a refund of $175.00 until the end of February if they withdraw from the program. No refund will be applicable after that date.

7. Camps, Tours & Excursions

   Camps & Tours
   The following clause to be included in all Camp & Tour Notices:
   “Due to forward planning and the requirement that the College make advance payments to confirm bookings medical evidence (ie medical certificate) should be provided as soon as an illness or injury preventing attendance is known before a refund will be considered. The amount of the refund will depend on whether a non-refundable deposit has been paid to the supplier and if a replacement has been found to attend the event.”
**Excursions** – incur a 10% Administration Fee to a maximum of $20.00

The following clause to be included in all Excursion Notices:

“Due to forward planning and the requirement of an advance payment to confirm bookings, there will be **no refunds unless a medical certificate** is supplied for the date of the excursion.”

8. **Music Tuition**

The following clause to be included in all Music Tuition Levy notices:

“Tuition is for a full academic year. Any request to discontinue learning an instrument should be made in writing from the Parent/Guardian/Carer to the Director of Bands & Instrumental Music. Should this occur during Semester 1, only Semester 2 charges will be refunded (if prepaid). Should this occur during Semester 2, there will be no refund.

**Automatic refunds will be paid to Parents/Guardians/Carers if the Instrumental Music teacher was absent and no replacement class was provided during the Semester that the absence occurred or if the student was absent due to an official school event. In the case of Semester 1 the refund will be paid during the first two weeks of Semester 2. Refunds applicable for Semester 2 will be paid in the last two weeks of Term 4.**

All refunds should be requested in writing to the Business Manager for consideration.