

**RATIONALE:**

Oberon High School encourages all students to participate in extra-curricular activities. Oberon 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 Oberon 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 after the first two weeks of term 1.



Camps & Excursions:

1. Where no cost is incurred by Oberon High School, a full refund shall be payable provided that:
  - the student's place is filled by another student; or
  - Oberon High School deems the student's withdrawal was unavoidable. e.g. illness
2. A partial refund shall be payable for the student withdrawing when:
  - Oberon 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 Oberon High School as a result of the withdrawal.
3. No refund will be payable for the student withdrawing when:
  - Oberon High School deems the withdrawal was avoidable and has incurred the full costs of the camp or excursion.

**Please Note:** Refunds will only be considered when requested in writing stating the reason, one week prior to the date of the activity

Where Oberon High School makes the decision to cancel a camp or excursion due to insufficient numbers, the amount paid for 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 requested to be retained by the Booking Company for the rescheduled trip.

 <b>Oberon High School</b>	<b>Refund Policy</b>	 <b>Oberon High School</b>
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The Principal will have the capacity to view special circumstances on an individual basis.

**EVALUATION:**

This policy will be reviewed as part of the school's three-year review cycle.