



Family Reimbursement Policy 2017

Aims:

- To ensure clarity in regard to situations where families may be reimbursed for camps, excursions and activities.

Implementation:

If a family has paid for a camp, excursion or activity and their student does not attend, they **will** receive reimbursement under the following situations:

- If the student has an approved illness on the day.
- If the activity is a singular activity which is cancelled by the school or provider, and whereby a replacement activity is not offered.
- If a student is at school and has paid for an activity, but does not attend for any reason.
- If a student leaves River Gum Primary School before the event.

If a family has paid for a camp, excursion or activity and their student does not attend, they **will not** receive reimbursement under the following situations:

- If the student does not attend one day out of an entire program involving multiple days/activities, as the family payment covers the program as a whole.
- If the school is forced to cancel one day out of a program involving multiple days/activities due to weather or other unforeseen circumstances, as the family payment covers the program as a whole.
- If it has been stated that they were paying for a non-refundable deposit to secure a place in an activity.

Method of reimbursement:

- Reimbursements will be processed by way of a credit being applied to the family account, which can be used for future activities.
- If the original payment was made with CSEF Credit, this credit will be reapplied to the family account as CSEF credit.

Evaluation:

- This policy will be reviewed annually to enhance internal control.

This policy was last ratified by School Council in....

May 2017