



**HEATHFIELD
HIGH SCHOOL**

REFUND POLICY

CREATED: 8/23
LAST UPDATED: 8/24
REVIEW DATE: 12/25

Rationale

To ensure there is a fair and equitable refund system in place at Heathfield High School following payment for Materials & Service Charges, Subject Charges or Other Charges e.g. camps, excursions, incursions, sporting activities, essential student learning items (such as VET Courses, School Based Apprenticeships) and extra-curricular activities.

Aims

This policy is developed to provide guidelines in determining eligibility for refunds and to ensure that the additional services do not incur direct costs to the school.

Guidelines

Families are eligible for refunds when;

- a student leaves Heathfield High School
- unenrolls or transferred from a subject
- the school makes a decision to cancel a planned activity

The refund depends on specific conditions as listed within this policy and in the Heathfield High School Refund Procedures document.

A request for a refund does not automatically equate to a full refund of monies paid. The Principal will have the capacity to view each circumstance on an individual basis.

Materials & Service Charges (including Subject Fees)

This instruction for students leaving or transferring to another school defines how to refund materials and services charge to ensure compliance with section 129 of the [Education and Children's Services Act 2019](#)

- Students transferring from one government school to another within South Australia who have already been charged for materials and services for that year cannot be charged again at the new school for that year, unless all of the following requirements have been met:
 - the new school has proof that the student did not pay at the previous school
 - the previous school has not undertaken debt collection procedures against the student for unpaid materials and services charges
 - the previous school has sent the new school a copy of the credit note issued to the parents, caregivers or independent student for the charge. i.e. the student technically has not been charged a materials and services charge
- Students transferring from a non-government, interstate or overseas school can be invoiced for the materials and services charge for the remaining portion of the year. This is not applicable if the student has been approved for School Card.

- It is expected that if a student leaves the government school system during the course of the school year, and has paid the materials and services charge, a refund is provided. The amount refunded is decided by the school and is based on the items and services already provided to the student for that year. Majority of Materials & Services are utilised in first 2 terms and refund is adjusted accordingly.
- If a student is leaving Heathfield High School due to school-based apprenticeship, traineeship, employment or age of consent any refunds will be negotiated on a case-by-case basis if remaining monies are outstanding, based on the Procedures Document.

Subject Fees

- Subjects with Additional Course Fees (e.g. Outdoor Education) refunds will be provided on a case-by-case basis if student withdraws for medical or other acceptable reasons.
- Students removed from course due to behaviour will not be entitled to a refund.

Other charges (eg.Camps/Excursions)

- If a commitment to pay for "Other Charges" has been signed and returned, this is seen as the parents/caregivers commitment to pay the invoice in full. This will then be negotiated on a case-by-case scenario. If the school has incurred costs for the activities, refunds will be adjusted accordingly, based on the parameters outlined in the in the Procedures Document.
- Where the school makes the decision to cancel activities eg. camps and excursions due to insufficient numbers, the amount paid by the student/parents shall be refunded in full.
- Where a camp or excursion has to be rescheduled due to Government warnings, parents may request a refund of monies paid by them for the rescheduled trip.

VET charges

- Full or partial refunds will be completed on a needs basis, but will be informed by the following
 - Parents/Caregivers will be legally liable for the FULL cost of the course including the training cost fee and administration fee associated with this course if the student withdraws from the VET course at any time on or after the course commencement date AND/OR fails to attend over 90% of the course AND/OR fails to complete the course.
 - Students withdrawing from any VET Course after the cut-off date will be responsible for the full cost of the course if this is passed on to the school
 - Students who withdraw from, or are removed from, a course at any point through the year will be responsible for the full cost of the course.

Responsibilities and implementation

Once the refund is approved, the returning of funds will be by credit note to the family account or by EFT transfer if no money is outstanding.

If a refund is being requested due to illness and a medical certificate or evidence of illness/absence has been supplied, a full refund will occur. If a certificate is not supplied, then no refund will be given.

The Refund Policy of Heathfield High School (HHS) works alongside the procedures document to ensure there is a fair and equitable refund system in place.

This policy and associated support documents of Procedures and Checklists have been prepared to assist in a consistent approach to school finances

This policy and associated support documents of Procedures and Checklists have been prepared using information and resources available from Department for Education.

Review

The Finance Advisory committee of HHS to review this policy on an annual basis.