



# College Operation Guidelines

## Refund

### **Purpose**

The purpose is to establish a refund policy and related procedures for refunds and credits to be applied to all services for which monies are charged to students (Parents/Guardians) at Emmanuel Catholic College.

### **Rationale**

This policy will establish the charges that are proportionately refundable, non-refundable or have a non-refundable component.

### **Procedure**

#### 1. School Fees

- One term's written notice to the Principal is required should a parent choose to cease their child/children's enrolment at the College.
- One term's tuition fee per student will be retained/charged in lieu of notice.
- Resource Levy refunded pro rata.
- All other levies as per the current year's Fee Schedule are not eligible for a refund.
- Elective levies are not eligible for a refund due to the nature of the course delivery.
- If a refund is deemed applicable it will be credited to the students (Parents/Guardians) College account or the parent responsible for payment of fees.
- If there are no other monies due or owed to the College a direct deposit refund will be processed to their nominated bank account.
- Where fees have been paid in advance to the College a direct deposit refund will be processed to their nominated bank account.

#### 2. Excursions / Camps

- Curriculum related activities such as excursions, in-services, camps are compulsory and as such are costed. There is no refund for these items.
- Non-Curriculum related activities such as Overseas/Interstate Trips are non-compulsory therefore refunds for these activities will be determined as per 2.3.
- Where a charge relates to a payment made by the College to a third party, refunds will be assessed upon application. The payment terms and conditions of the third party less any non-refundable deposits or payments will be part of the refund assessment criteria, and at the Principal's discretion.

### **Related Documents**

CECWA School Fees Setting and Collection Policy