

Refund Policy

This policy was last ratified by governing council	2026
Next review date	2029
Leader with oversight (position)	Business Leader
Related policies, procedures, guidelines, standards, frameworks:	
<p><i>Link to related Department for Education, SA Government or other relevant organisations policies, procedures, guidelines, standards, frameworks.</i></p> <ul style="list-style-type: none"> • Department for Education – Receiving income and receipting instruction for schools and preschools • Department for Education – Payment instruction for schools and preschools • Refund Request Form 	

Overview

To ensure there is a fair and equitable refund system in place at Seaview High School following payment for curriculum subjects, camps, excursions, sporting activities, essential student learning items and extra-curricular activities. The Seaview High School Refund Policy reflects the expectations related to Department for Education policies.

Purpose

This policy is developed to provide guidelines in determining eligibility for refunds and to ensure that the additional services provided to students and families beyond those included in the Materials and Services charges do not incur direct costs to the school.

Guidelines

- A request for a refund does not automatically equate to a full refund of monies paid.
- All refunds must be accompanied with a completed [Refund Request Form](#).
- Materials and Services Charges will not be refunded if there are any outstanding invoices or borrowed items.
- Students that are transferring to another Government school will not be given a refund; instead, they will not be charged Materials & Services Charges at the new school.
- Students that are leaving and do not attend another State Secondary school in South Australia, will be offered a refund that has been calculated as per below:

During	Term 1	70% of charge less any subsidy
	Term 2	40% of charge less any subsidy
	Term 3 & 4	No refund will be granted

- Factors that are taken into account when considering a refund include:
 - Have the excursions/camps been booked with the student numbers anticipated
 - Students electing not to participate in camp or excursion once consent and payment is confirmed, does not entitle them to a refund

- For excursions and camps, refunds will only be granted when a medical certificate has been supplied within 14 days of the planned event.
- Have all material expenses been absorbed
- The student may not be replaced in the subject impacting on the budget
- Hiring of equipment/buses
- Costing for food allocated
- Stage 2 being invoiced for the whole year, assuming participation in all events
- Students changing an elective subject will not be automatically eligible for a refund.
- No refund is available for material supplies/material charges where the costs have been incurred for the project or the student has taken ownership of material/project, i.e. Woodwork/course books, Food Tech.
 - A VET student or a student who is part-time may be entitled to a reduced Materials and Services fee based on their FTE.
- The Principal and / or delegate will have the capacity to view each circumstance on an individual basis.

Roles and Responsibilities:

Include the monitoring, evaluation and review responsibilities within this section. For example, monitoring, evaluating and reviewing the policy is someone's role.

Deputy Principal	Support evaluation
Business Leader	Review policy & evaluate
Finance Manager	Support Finance Officer in processing
Relevant Year Level Leader/Line Manager	Provide supporting documentation
AoS Leader and/or Line Manager	Provide any further support during processing