

FRANKSTON HIGH SCHOOL

PARTICIPATION AND REFUND FOR EXTRA CURRICULAR ACTIVITIES, CAMPS AND EXCURSIONS

Updated August 2021

POLICIES AND PROCEDURES

Introduction

Frankston High School encourages all students to participate in camps, excursions and extra-curricular activities, including school trips.

Participation

Parents are advised to ensure that all fees and levies are paid in full before considering payments for Extra-curricular activities.

The Principal may use his/her discretion to subsidise payment for students in financial hardship.

Refunds

Students withdrawing from camps and excursions will not automatically be entitled to a refund.

Where no cost is incurred by the school, a full refund will be payable to the student when:

- The student's place is filled by another student
- The Principal deems the student's withdrawal was unavoidable e.g. illness. Proof of reason for withdrawal may be requested in such circumstances.

A partial refund will be payable to the student withdrawing when:

- The Principal deems the student's withdrawal was unavoidable but the school has incurred expenses relating to the withdrawal. In such cases the refund will be the full amount paid by the student, less expenses incurred by the school as a result of the withdrawal
- The Principal deems the student's withdrawal to be avoidable. In such cases, the refund will be the full amount paid by the student, less an administration charge of up to \$20, and any expenses incurred by the school as a result of the withdrawal.

No refund will be payable to the student withdrawing when:

- The Principal deems the withdrawal was avoidable and has incurred the full costs of the excursion or camp.

Review and Approval

This policy will be reviewed by the Principal and Business Manager in consultation with the Finance Committee and presented to School Council for approval each year.