



PARTICIPATION & REFUNDS FOR OPTIONAL ITEM ACTIVITIES, CAMPS & EXCURSIONS

Approved School Council – August 2017

RATIONALE

Bentleigh Secondary College encourages all students to participate in camps, excursions and extra-curricular activities including college trips and Optional Items (e.g. instrumental music program).

GUIDELINES

Participation

Parents advised to ensure all School Council charges for Essential Student Learning Items paid in full before considering payments for Optional Item activities.

Refunds

Students withdrawing from camps and excursions, Optional Item activities will not automatically be entitled to a refund.

IMPLEMENTATION

- Where no cost is incurred by the college, a **full refund** will be payable when:
 - Another student fills the student's place.
 - The Principal deems the student's withdrawal was unavoidable e.g. illness. Proof of reason for withdrawal required in such circumstances.
- A **partial refund** will be payable when:
 - The Principal deems the student's withdrawal was unavoidable but the college has incurred expenses relating to the withdrawal. In such case, the refund will be the full amount paid, less expenses incurred by the college because 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 college because of the withdrawal.
- **No refund** will be payable when:
 - The Principal deems the student's withdrawal was avoidable and the college has incurred the full costs of the excursion, camp, extra-curricular activity, or optional extra activity.

EVALUATION

Review annually, by Finance Committee with recommendations to College Council