BOX HILL SENIOR SECONDARY COLLEGE

SCHOOL LEVEL PARENTAL PAYMENTS & VOLUNTARY CONTRIBUTIONS REFUNDS POLICY (includes Excursions, Incursions & Extra-curricular Activities)

1. RATIONALE

Parents and/or guardians make payments and contributions to Box Hill Senior Secondary College for a variety of purposes including curriculum materials, sport academy programs, camps, excursions incursion and donations to the Building and Library funds. However, during the year some students change schools or subjects, and other circumstances arise which prevent students from attending camps and extracurricular activities etc and a refund may be requested.
This policy aims to ensure that a fair and equitable refund system is in place regarding payments and contributions made by parents to the College.

2. AIMS

This policy is to provide guidelines to assist in determining eligibility for a full or part refund for fees/contributions paid to the College.

3. GUIDELINES

- The Principal has the overall responsibility for implementing this policy, but may delegate certain roles to suitably qualified staff.
- Parent requests for refunds are subject to the discretion of the College and decisions will be made on a case-by-case basis.
- Refunds will be provided where the College deems that it is reasonable and fair to do so, taking into consideration whether a cost has been incurred, the DET Parent Payments Policy and Guidance and BHSSC policies
- All refund requests must be made in writing by completing a BHSSC Refund Request form within 14 days of the event. In the case of illness, a medical certificate will need to be provided before the refund request can be considered.
- When required, payment of refunds will be made via direct deposit into a nominated bank account. No cash refunds will be given.

4. IMPLEMENTATION

1. Extra-Curricular Items and Activities

In this category of payments, a number of specific policies have been developed to address refund of fee requests and these guidelines will be applied:-

1.1 Sport Academy Fees

(Tennis, Football, Basketball & Weights Training):-

Refer to:- BHSSC Sport Exit & Injury Refund Policies

1.2 Instrumental Music Lessons

Instrumental music lessons are provided at BHSSC to primarily assist students undertaking studies in Music Performance and Music Investigation. An annual levy is charged per instrument and this levy covers part of the cost of providing this program.

Fees are required to be paid in advance and where possible, lessons will be rescheduled if adequate notice is provided for non-attendance by students.

As the College continues to incur costs even if students are not participating in this program, students withdrawing from this program will not automatically be entitled to a refund.

Parents will be required to make a written application for a refund and a refund of instrumental music fees will only be considered if BHSSC has not incurred any expense in operating the program.

1.3 Excursions, Incursions & Camps: -

Students withdrawing from excursions, incursions and camps 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 eg: 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 unavoidable. In such cases, the refund will be the full amount paid by the student, less an administration charge of up to $100.00, 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 the school has incurred the full costs of the excursion or camp.

1.4 Optional Items to keep & Optional Extra-curricular Activities – outside of school hours

Items such as school photos and activities such as formals, generally involve a third-party provider. A refund of payments made for these items will take into consideration the commercial arrangements in place with the third party provider and whether BHSSC has incurred any expense in providing the item &/or activity.

2. Voluntary Financial Contributions (Curriculum and Other Contributions)

Parents and guardians are invited to make voluntary financial contributions to the College to support the provision of both curriculum and non-curriculum items and activities. These contributions supplement government funds to enable the College to provide high quality programs and facilities.

As these contributions are voluntary, no refund of the contribution will be available.

Building & Library Funds:-
As donations to these funds are voluntary and tax deductible for donations of $2.00 or more, no refund of contributions is available.

A copy of this school-level policy will be made available on request.

5. EVALUATION

This policy is to be reviewed annually by the Finance Committee and School Council

Recommended by Finance Committee: **25 August 2026**
Ratified by School Council: **25 August 2026**