

## REFUND POLICY

Parent requests for refunds are subject to the discretion of the school and made on a case-by-case basis.

Refunds will be provided where the school deems it is reasonable and fair to do so, taking into consideration whether a cost has been incurred. This applies in all circumstances including illness with a medical certificate.

Any refund requests must be made in writing.

Advice regarding refunds will be provided once all suppliers have been paid and reconciliations have been completed. Please note that this could take approximately 30 days.

### **Approval and review**

Beaumaris Secondary College Council has approved this policy and will review the policy in line with any future changes to Government policy and Beaumaris College objectives annually.

### **REVIEW CYCLE**

This policy was last approved by school council in June 2022 and is scheduled for review in February 2023