



## **Refund Policy**

Mentone Girls' Secondary College will refund payments from parents within the following categories:

### **1. VOLUNTARY CURRICULUM & OTHER CONTRIBUTIONS**

For the purposes of refunds, the voluntary contributions will be considered as 4 equal term payments of 25% of the total paid. On exit during or on completion of a term, a student will be refunded up to 100% for any complete remaining terms for which they won't be in attendance. Where specific purchases have been made on behalf of the student, for example, particular materials for a studio art folio, the cost of these will be withheld from the refund.

### **2. OPTIONAL PROGRAMS**

#### **Specific non-compulsory Tours, Camps and Year Level Camps**

Payment for camps and tours is generally required 3 weeks prior to the event. At this time camp operators require confirmation of numbers and final payment. Consequently no refunds to parents can be provided after this 3 week prior date.

#### **Instrumental Music**

Instrumental music teachers are employed for the following year based on confirmation of enrolments into the program, the year prior. Consequently refunds cannot be issued once payment is made.

#### **Optional excursion and activity component of Outdoor Education**

Confirmation of enrolment with the service provider is required the year prior, as such no refunds can be issued, unless provided directly from service providers of the excursions and activities.

#### **Extra-curricular activities**

Aerobics –Once the program has commenced, no refund can be issued

VCE Ball, Valedictory and like events. No refunds after the date of final payment

Reviewed annually

Date of approval by Mentone Girls' Secondary College Council:



**FAMILY REFUND REQUEST**

DATE: \_\_\_\_\_

STUDENT'S NAME: \_\_\_\_\_

YEAR LEVEL: \_\_\_\_\_

REFUND AMOUNT: \_\_\_\_\_

REASON FOR REFUND:  
\_\_\_\_\_  
\_\_\_\_\_

BANK ACCOUNT DETAILS:      BSB      \_\_\_\_ - \_\_\_\_

Account #      \_\_\_\_\_

ACCOUNT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

Office Use Only

Refund Amount:      \_\_\_\_\_      Credit \_\_\_\_      Cash \_\_\_\_

Authorised by:      \_\_\_\_\_

Signature:      \_\_\_\_\_      Date: \_\_\_\_\_