



1. Wheelers Hill Secondary College believes:

- That all students should have access to a range of extra-curricula programs which extend and enhance their personal growth and learning
- That, in some circumstances, students may reasonably need to withdraw from an excursion or camp.

2. Wheelers Hill Secondary College aims to:

- Provide a camps and excursions program which is funded through school and parent contributions
- Provide an extensive and affordable range of activities
- Minimise the financial impact on school and family budgets

Implementation:

- Students withdrawing from camps and excursions are not automatically 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
- Where SOME COST has been incurred by the school, a **partial refund** will be payable to the student withdrawing when
 - The Principal deems the student's withdrawal was *unavoidable*. 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 amount paid by the student, less an organisational charge of up to 20% plus any expenses incurred by the school as a result of the withdrawal.
- Where FULL COST has been incurred by the school no refund will be payable to the student withdrawing when the Principal deems the withdrawal was avoidable.

Endorsed by Resources Committee:

June 2011

Ratified by College Council:

June 2011

This policy will be reviewed as part of a 3 year cycle of review.

Next review date: 2014