

# Refund Guidelines

The following guidelines apply for refunds. To request a refund please contact the Finance Officer on 9311 1423



## School Based - Non-Government Schools

All non-government school student registrations are charged at the full recovery rate. Pro rata refunds are calculated based on the week of the school term the student is withdrawn. The first six weeks of the school year are refunded at 100%. See calculation table below.

## School Based – Public Schools

Pro rata refunds are calculated based on the week of the school term the student is withdrawn. The first six weeks of the school year are refunded at 100%. See calculation table below.

## Home Based (Current Roll) Students

Pro rata refunds are calculated based on the week of the school term the student is withdrawn. The first six weeks of the school year are refunded at 100%. See calculation table below.

Where a student enrolls at another public school, parents can specify the unused portion of contributions, charges or fees received can be either;

- used for other purposes (for example lost or damaged resources);
- transferred to the new school; or
- refunded directly to the parent.

Where a student leaves the public school system, unspent contributions, charges or fees are refunded to the parent on request.

## VET Fee for Service Courses Year 11 and 12

As per the VET Fee for Service Course Agreement, the course fee is non-refundable and payment is required in full prior to the student being enrolled in the course.

**SIDE REFUND CALCULATION TABLE**

Student withdrawal date	Pro rata % Refunded	Student withdrawal date	Pro rata % Refunded
<b>Term 1</b>		<b>Term 3</b>	
Weeks 1-6	100%	Week 1	50%
Week 7	85%	Week 2	47.5%
Week 8	82.5%	Week 3	45%
Week 9	80%	Week 4	42.5%
Week 10	77.5%	Week 5	40%
		Week 6	37.5%
<b>Term 2</b>		Week 7	35%
Week 1	75%	Week 8	32.5%
Week 2	72.5%	Week 9	30%
Week 3	70%	Week 10	27.5%
Week 4	67.5%		
Week 5	65%	<b>Term 4</b>	
Week 6	62.5%	Week 1	25%
Week 7	60%	Week 2	22.5%
Week 8	57.5%	Week 3 onwards	NIL
Week 9	55%		
Week 10	52.5%		