



## QUEEN OF APOSTLES PRIMARY SCHOOL

### REFUND POLICY

#### SCHOOL FEES

Where fees have been overpaid, the balance can be carried over as a credit to the following School term.

The account holder may request a refund when the family has left the School and there is a credit balance in the account.

When a student leaves the School during a school term, written notification is required. Students exiting the school after the commencement of a term will be charged on a pro-rata basis for the number of weeks attended during that term at the Principal's discretion.

Fees will be refunded on a pro-rata basis if fees have been paid in advance for the entire year of enrolment and the student's enrolment is cancelled. The amount to be refunded will be equivalent to fees for the term(s) that the student will not be enrolled at the school.

Confirmation deposits for enrolment are non-refundable.

#### EXTRA CURRICULAR ACTIVITIES

No refunds are given for Extra-curricular lessons and activities missed by students.

Refer to the conditions in Instrumental Music Handbook or Extra-curricular information sheet for refund criteria.

#### CAMP FEES

Camp fees are not refundable due to booking confirmations and payments made to service providers.

All other refunds and adjustments will be at the discretion of the Principal.

All refunds will be processed by direct credit to the account holder's bank account as part of the School's weekly payment run.