



# CAMPS & EXCURSIONS REFUND POLICY

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Policies\Camps and Excursions  
Refund Policy.doc

Authorised by:  
**Principal**  
Consultation: **School Council and  
School community**  
Approved by School Council:  
**22/05/24**

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## Help for non-English speakers

If you need help to understand the information in this policy, please contact Horsham College.

## General Principle

Horsham College encourages all students to participate in extracurricular activities, including attendance at camps and excursions.

There will be occasions when for whatever reason(s) a student needs to withdraw from a camp or excursion after they have made payment to the school for all or part of that activity.

## Guidelines

1. Students withdrawing from camps and excursions will not automatically be entitled to a refund.
  - a) Where no cost is incurred by the College, a full refund will be payable to the student when:
    - The student's place is filled by another student.
    - The College deems the student's withdrawal was unavoidable eg. illness. Proof of reason for withdrawal may be requested in such circumstances.
  - b) A partial refund will be payable to the student withdrawing when:
    - The College deems the student's withdrawal was unavoidable but has incurred expenses relating to the withdrawal. 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.
  - c) No refund will be payable to the student withdrawing when:
    - The College deems the withdrawal was avoidable and has incurred the full costs of the excursion or camp.
2. No refund will be automatically payable to a student who is withdrawn because of behavioural matters.

## REVIEW CYCLE

This policy will be reviewed in accordance with the Policy Review Schedule.