



# St Peter Chanel

Catholic Primary School, The Gap

## Leaving Early Refund Policy

### Policy Statement

At St Peter Chanel School we believe that educating and developing our children is enhanced when our staff, students and parents / carers, coexist in positive collaborative relationships of shared responsibility.

### Rationale

The purpose of this policy is to provide all members of the school community with information regarding student enrolment concluding before the end of Year 6, in particular during a school term, and finance implications. Provision of this information enhances clarity, transparency and consistency.

### Procedures

- The Leaving Early Refund Policy shall be made available to all in the community via the school website.
- When a student's enrolment is to conclude prior to the end of Year 6, written notification to the principal is required.
- All departing students are required to return any library books and other items belonging to the school, prior to concluding their enrolment.
- If an enrolment is to conclude mid-term, at the discretion of the principal, an adjustment to the fee account for the number of weeks the student attended the school will be made. If fees are still owing a Statement of Fees will be forwarded. If however, a refund is due a direct credit to the customer's bank account will be arranged.