



Somerville Secondary College **Refunds Policy**

PURPOSE

To explain to Somerville Secondary College parents, carers, and students' the colleges process in relation to refunds.

POLICY

Parent requests for refunds are subject to the discretion of the school and made on case-by-case basis.

Refunds will be provided where the school deems it is reasonable and fair to do so, taking into consideration whether a cost has been incurred. This applies in all circumstances including illness with a medical certificate.

Any refund requests must be made in writing.

Advice regarding refunds will be provided once all supplies have been paid and reconciliations have been completed. Please note that this could take approximately 30 days.

POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2025
Approved by	Principal
Next scheduled review date	February 2026