



## **Leaving Early Refund Policy**

### **Policy Statement**

At St Michael's College we believe that educating and developing our children is enhanced when our staff, students and parents/carers co-exist in positive collaborative relationships of shared responsibility.

### **Rationale**

The purpose of the policy is to provide all members of the school community with information regarding student enrolment concluding before the end of Year 12, 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 12, written notification to the Principal is required.
- All departing students are required to return any laptops, library books and other items belonging to the school, prior to concluding their enrolment. Any outstanding items will be billed for payment.
- 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.