



Leaving Early Refund Policy

Policy Statement

At Mater Dei Catholic Primary School we value high quality, inclusive catholic schooling and believe that the education and development of our children is enhanced when our staff, students and parents/caregivers coexist in positive collaborative relationships of shared responsibility.

Rationale

The purpose of this policy is to provide all members of the 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 is to enhance clarity, transparency and consistency of our policy for departing families.

Procedures

The Leaving Early Refund Policy shall be made available to all in the community via the school website.

Withdrawal of enrolment refers to a student enrolment concluding before the end of Year 6, including during term.

- Written notification to the principal is required with at least one month's notice if the enrolment is concluded mid-term.
- At the discretion of the Principal, an adjustment to the fee account for the number of weeks the student does not attend may be made.
- If fees are still owing at the time of departure, a Statement of Fees will be issued and failure to make payment may warrant the involvement of a Debt Collection Agency. If however, a refund is due, a direct credit to the customer's bank account will be arranged.
- All departing students are required to return any library books, laptops, accessories, items belonging to the school, prior to concluding their enrolment.