



## **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.
- 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.