

Financial Services

D11/0632843

**Refunds Calculation Table for
Secondary Schools**Department of
Education

This document should be read in conjunction with the current version of the Department of Education Information Booklet entitled "Voluntary Contributions, Charges and Fees" which provides more detail if required. It is recommended that all schools apply the refund policy consistently.

Process

When schools need to refund amounts as students transfer to other schools, or leave school altogether, they should use the Refund/Billing Schedule as shown below and note the following points:

- The refund is seen as a total situation, and there is no expectation at all that the \$235 Education Program Allowance (EPA) is spread over four terms.
- If the parent has signed over their clothing allowance of \$115.00 to the school, then this is considered the same as a payment from the parent.
- The percentage below refers to the total amount including the EPA which can be refunded to the next school attended by the student if applicable.
- In cases where the amount is to be refunded to the parent, then that refund cannot exceed the amount actually paid by the parent.
- It is advisable to wait till the transfer note is received from the school to which the student has moved before sending the refund.

**REFUND/BILLING SCHEDULE FOR
CHARGES AND VOLUNTARY CONTRIBUTIONS IN SECONDARY SCHOOLS**

TERM	WEEK	% REFUNDED AND BILLED
Term 1	Week 1 & 2	100%
	Week 3 & 4	95%
	Week 5 & 6	90%
	Week 7 & 8	85%
	Week 9 & 10	80%
Term 2	Week 1 & 2	75%
	Week 3 & 4	70%
	Week 5 & 6	65%
	Week 7 & 8	60%
	Week 9 & 10	55%
Term 3	Week 1 & 2	50%
	Week 3 & 4	45%
	Week 5 & 6	40%
	Week 7 & 8	35%
	Week 9 & 10	30%
Term 4	Week 1	25%
	Week 2	20%
Week 3 onwards, no further refunds, and no charge made if students enrol at this time Administratively, schools are preparing to issue Charges and Voluntary Contributions sheets for the following year.		NIL