



Special Partnership Trust



## REFUND POLICY

Date Last Reviewed: September 2023

Review Date: September 2024



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## Refund Policy

### **Monies paid to a Special Partnership Trust Academy in respect of residential visits/other visits/activities**

All initial deposits are non-refundable and this is stated in initial parent's letters informing details of the forthcoming visit. If a child is unable to attend at the last moment through illness, then a refund of cost can be given upon receipt of a doctor's certificate. The initial deposit still remains non-refundable. If a child/parent changes their mind or moves Academies and withdraws from the trip then no refund can be given. Charges are made by providers upon receipt of the first deposit so the Academy will be charged in full for the place reserved.

### **Dinner Monies**

If monies have been paid in advance, any dinner money unused at the end of the Academy year will be refunded.

### **After School Clubs**

This policy only relates to after Academy clubs where the Academy collects the weekly fee. Clubs organised by external providers who collect their own fees will have their own policy for refunding money. When children are invited to join an after-school club, the Academy will clearly state the maximum number of children who can attend each session.

The Academy will calculate the cost of each session based on the charge levied to the Academy by club organiser, along with the assumption that the group will be full. The Academy will therefore have to financially subsidise any after Academy clubs without maximum take up.

Therefore, if a child transfers from the Academy during the course of a term, or a child no longer wishes to attend an after-Academy club, a refund will only be given if the Academy is able to find another pupil to fill the place of the cancelling child, and the club is full.

The Academy will operate a waiting list for all oversubscribed after Academy clubs, and will endeavour to find a child to take the place of the cancelling child.

Any refunds will be paid back in the form it was paid to the Trust i.e., Credit on parent pay, cheque etc.

