



# STANGROUND ACADEMY

## Trip Remittance and Refund Procedures

### Terms of Reference

The purpose of this document is to outline the financial commitments that Stanground Academy will adhere to when running an off-site visit, and it also details the Academy's financial expectations of the parent/ carer whose child is going on the trip. Once consent for a trip has been given, then the parent/ carer will be deemed to have agreed to these procedures. It is the responsibility of the parent/ carer to have read these procedures.

The Academy will not deliberately make any surplus money out of a trip. The financial procedures that are outlined in this document are issued to ensure that there is clarity on all sides. The intention of the Academy is to ensure that the maximum opportunities are made available for off-site visits for all students, and to minimise the financial risk of the Academy when running off-site visits.

### Financial Procedures

- Any deposits paid (if applicable) will be retained by the Academy once the child's place is confirmed on the trip. If a place is not confirmed but payment has been made, this will be refunded
- No refunds will be made within ten school days of the departure of the trip
- Refunds will only be considered in extreme cases, and the production of a medical certificate is a pre-requisite before consideration can be made
- Before the ten school day period, as referred to above, should the child be withdrawn from the trip for one of the following reasons:
  - Change of mind
  - Poor attendance/ behaviour (as deemed by the Academy)
  - Failure to meet any financial or other deadlines with regards the trip as issued by the Academy

Then the Academy will make every attempt to find a suitable replacement. If a replacement is found, a refund of the balance of the trip will be made. The choice of a suitable replacement is entirely at the discretion of the Academy.

- The same applies should the child leave the Academy
- All refunds will be made by cheque. Any cash refunds are at the discretion of the Academy and should they be made, will need to be collected in person from the Academy. Transfers to other trips or into the child's catering account can be made on request
- In the event of the cancellation of a trip, full refunds will be made including any deposit made
- Students sent home from a trip will not have any amounts refunded