



Singleton High School

School Excursion & Extra-curricular Activities Refund Policy

This policy applies to all school excursions organised by Singleton High School, including day trips, overnight stays, and any other extra-curricular activities that require payments.

Refund Eligibility

1. Full Refunds:

- A full refund will be issued if a student is unable to attend due to illness or emergency, provided appropriate documentation (e.g., a medical certificate) is provided.

2. Partial Refunds:

- A partial refund will be determined based on the costs already incurred by the school at the time of cancellation or withdrawal, including transportation, accommodation, meals, and any other non-refundable deposits or fees.

3. No Refunds:

- No refund will be issued if a student withdraws from the excursion within 2 days before the scheduled date of departure.
- No refund will be issued if the student fails to attend without notifying the school in advance.

Refund Process

1. Requesting a Refund:

- All refund requests must be made in writing to the school email.
singleton-h.school@det.nsw.edu.au
- The request must include the student's name, reason for withdrawal, and any supporting documentation (e.g., medical certificates, etc.).

2. Refund Processing:

- Refunds will be issued via School Bytes by the original payment method (no cash).

Non-Refundable Fees

Certain fees, such as deposits, booking fees, transportation charges or pre-paid activities, may be non-refundable, even in the event of cancellation by the student or family.