



Port Lincoln Junior Primary School

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M&S FEE REIMBURSEMENT POLICY

The purpose of this policy is to advise families and caregivers of the Port Lincoln Junior Primary Schools procedure if a parent requests a partial reimbursement of M&S fees paid.

Section 4.4. of the DECD Materials And Services Instructions manual states that:

- There should be no transfer of Materials and Services Charges between schools when a student transfers to another government school within South Australia. However, the materials provided within the Materials and Services Charge must be transferred with the student.
- It is expected that if a student leaves the Government system during the course of the school year and has paid the Materials and Services Charge, a refund is provided. The level of the refund is determined at each individual school based on the materials and services provided to the student during the course of the year.

School policy therefore advises the Printed and Electronic Materials (ZPREM) and Stationery (ZSTAT) components of the Service Charges are to be retained by the school in full as students are welcome to take their materials/stationery to their enrolling school. A percentage of the remaining charges (ZACMS and ZACLI) will be refunded to the family/caregiver based on the percentage of the remaining school year.

For example: a student that transfers to a private school or interstate and requests a reimbursement of fees paid at the end of term 2 will be reimbursed 50 percent of the ZACMS and ZACLI services charges.

For further information or to request a partial fee reimbursement, please see the School Finance Officer or Principal.