

When a student leaves the School, written notification is required, and a Leaving form completed which is available from the School Office.

Students library books, text books, Ipads and all accessories are to be returned to the School.

At the discretion of the Principal, a refund of levies may be applied, dependant on the number of terms a child attended in that school year. A statement will be forwarded to the account holder outlining any fees outstanding.

If a refund is due, a direct credit to the account holders bank account will be arranged. If the refund is due to the account being in credit from overpayment via direct debit arrangements, the funds will be refunded to the bank account the direct debit was taken from.