

Excursion Reimbursement Policy

Rationale

The purpose of this policy is to outline the reimbursement procedure for parents or guardians who have incurred expenses for their child's participation in an excursion but had to withdraw due to illness.

Purpose

This policy aims to provide clarity and fairness in handling such situations.

Coverage Criteria

Eligibility

Parents/Guardians of a child registered for an excursion are eligible for reimbursement if the child falls ill before the excursion, rendering them unable to attend.

Required Documentation

To initiate the reimbursement process, parents/guardians must provide:

- A doctor's note or medical certificate confirming the child's illness on or before the scheduled excursion date.
- Proof of payment or receipt for the expenses related to the excursion.

Reimbursement Procedure

Notification

Parents/Guardians must inform the school as soon as they become aware that their child is unwell and unable to participate in the excursion due to illness.

Submission of Documents

Within three (3) school days, the necessary documents (medical certificate and payment receipts) must be submitted to our Administration team.

Evaluation and Approval

The submitted documents will be reviewed by the school administration to ensure compliance with the policy criteria. Upon approval, reimbursement will be processed.

Reimbursement Method

The reimbursement will be made through the same method used for the initial payment (if possible) or through an alternative method agreed upon between the school and the parents/guardians.

Exceptions and Limitations

1. Reimbursement will only be considered for documented cases of illness preventing the child from attending the excursion.
2. Reimbursement will cover expenses directly related to the excursion (e.g., entry fees, and transportation costs) and will not include non-refundable expenses or any additional costs beyond the excursion's scope.
3. The school reserves the right to investigate or verify the authenticity of the submitted documents and may deny reimbursement if false information is provided.