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## CANCELLATION POLICY FOR SCHOOL HOLIDAY SPORTS CAMPS AND TERM-BASED SKILLS PROGRAMS

### **Waiver:**

By enrolling my child into a Holiday Sports Camp or Term-Based Skills Program, I acknowledge that I have read and agreed to the Terms & Conditions listed below.

### **Payments and Bookings:**

1. Payment must be made in full at the time of registration in order to secure a booking. Once payment has been made on the Knox Grammar School Payment Portal, a receipt number will automatically be generated.
2. I understand that minimum numbers are required to run each Holiday Sports Camp or Term Based Skills Program. In the event of the numbers not being reached in advance for the camp to go ahead, notification will be given to all parents/guardians at the earliest possible time.
3. Knox Grammar School does not accept responsibility for any items lost or stolen. Please do not bring any valuables including money or electronic devices to these sports programs.

### **Child drop off/collection – Holiday Sports Camp Specific:**

1. All Years K-6 parents/guardians must sign the child in and out of any program taking place in the school holidays.
2. Children in Years 7 onwards are permitted to leave the sports activity at the conclusion on their own accord unless the parent has advised the MIC/Director of Sport of alternative arrangements.

### **Refunds and Cancellations:**

1. If a booking is cancelled more than 5 business days prior to the activity starting, a full refund will be given (either to the Family Account if a Knox Family or as an EFT or Cheque if a Non-Knox Family).
2. If a booking is cancelled less than 5 business days prior to the start of the program, the fee is not refundable.
3. If a booking is cancelled for medical reasons, a credit will be issued to the family account or refunded to the supplied credit card, upon receipt of an official and valid medical certificate. A \$20 administration fee will be implemented for this change.
4. Refunds will not be given for partial attendance, nor will make up sessions be provided unless upon a valid reason and authorized by the MIC/Director of the nominated sport.

**Updated May 2015**