

Ulverston Victoria High School

School Trip Payment Terms and Conditions

To facilitate trips and visits the school is required to book and pay for all tickets and coaches in advance, so it is very important that we receive the accurate information regarding who is attending the trip as well as all the funds payable for the trip for each student participating.

Where a charge is being made for a trip the school therefore requires full payment in advance to enable your child to attend. We ask that all payments are made on time, according to the payment due date(s) detailed on the letter or payment schedule provided by the trip lead. Depending on the nature and length of the trip payments can be made either as a single one off payment or as an initial deposit payment followed by a series of installments.

All outstanding debts to Ulverston Victoria High School (e.g. dinner money, library fines, music tuition, previous trip balances) must be cleared before a child is eligible to attend a trip.

If a student is removed from the trip due to poor behaviour prior to the trip departing, parents/carers will still be liable for any costs incurred, including the full cost of the trip.

Failure to keep up with payments may result in your child being withdrawn from the trip. Parents/carers will still be liable for any non-refundable costs incurred.

Parents / Carers should contact the school as early as possible if they experience financial difficulties.

Additional Administrative Costs

The school reserves the right to charge parents /carers for any additional administrative costs incurred due to following.

- Charges relating to invalid passport or GHIC card information such as name changes. This includes but is not limited to charges resulting from a parent/carer neglecting to inform school that a student has a different name on their passport to their known name in school.
- Additional baggage costs incurred due to a student's baggage exceeding the allowance size/weight limits provided by the trip lead.
- Breakages or damage caused to property by any student during the trip.
- Charges relating to additional travel for any student in serious breach of the school's behaviour policy during the trip.
- Any additional cost incurred for a student which was initially covered by the school. This includes but is not limited to charges resulting from additional medication or clothing purchased for a student during the trip.

Refunds

One day trips and external visits

Where the trip or event is taking place for no longer than one day, e.g. a visit to Blackpool Zoo, the theatre or cinema full payment is usually requested as a single payment in advance. This payment is non-refundable except in the following circumstances.

- A student has been unsuccessful in gaining a place on an over-subscribed trip where a ballot has been performed. (See the school's **selection and wait list policy**).
- A student cannot attend the trip due to a medical emergency.

Deposit payments

Where the school has requested a deposit payment, this is non-refundable except in the following circumstances.

- A student has been unsuccessful in gaining a place on an over-subscribed trip where a ballot has been performed. (See the school's **selection and wait list policy**).
- A student cannot attend the trip due to a medical emergency.

Balance payments

Once your child has been allocated a place on a chargeable trip you will be liable for the full cost of that trip.

Refunds will only be granted in the following circumstances.

- If there is sufficient time before the trip departs to find a replacement participant, you will be refunded any payments you have made beyond the deposit as soon as is practicable once the new participants payments have been received. If no replacement is found, you will remain liable for the full cost of the trip.
- A student cannot attend the trip due to a medical emergency.

Please confirm that you have read, understood, and agreed to the above terms and conditions by ticking the box on ParentPay for the appropriate trip.