

### **Children's University Trip and Activity Refund Policy**

1. All payments **must** be made in advance.
2. If a child is unwell they will be given a credit, which can be carried over to future Children's University (CU) Activities. The parent / carer will be told to remember the amount themselves and write it on any future trip forms. However, if Blackburn CU is able to recoup any of the money from the trip this will be returned to the parent / carer. This would only be when payment for the activity / event is not required in advance, which is very rare.
3. A record of any credits given will be kept by the CU Manager.
4. If a parent / carer has not informed the Blackburn CU Manager that their child is ill, or will not be attending for any other reason **no credit** will be given.
5. If there are any exceptional circumstances where the child does not attend, it will be at the discretion of the Blackburn CU Manager to offer the credit.
6. The final decision will always be with the Blackburn CU Manager. If the CU Manager feels action needs to be taken further a consultation with the head teachers will be done at the next cluster meeting.