KIEEC Program Booking Policy 2027

OFFER POLICY

We attempt to ensure equity of opportunity for all schools, and to support transparency around our allocation processes we advise the following factors are taken into consideration:

- Curriculum requirements - priority for senior groups that require data collection or field work for senior syllabus assessment protocol.
- Size of group (including when combining school groups) to maximise access to the centre.
- Schools with a preference for 3- or 5- day residential experiences.
- Geographically isolated and small schools.
- Repeat client schools.
- State schools are prioritised ahead of non-state schools.
- Schools that commit to having visiting staff being active and engaged supporters of their students' learning journeys whilst on camp for student inclusion and success.

Prospective schools and teachers are reminded that our centre is highly sought after and the sum of applications we routinely receive each year, is typically beyond our capacity. Inevitably, there are some schools that are unsuccessful in their booking application.

Please be assured that all booking requests are carefully considered, and every effort is made to accommodate date and program preferences.

To support student wellbeing, it is also our policy to restrict primary and secondary students from sharing our facilities when on residential programs and this can impact allocation opportunities.

Booking Acceptance Policy

- We will provide a written summary of your "original booking", including booked numbers and program start date, that requires principal authority as part of the booking acceptance process.
- A $500 non-refundable deposit is also required to secure your booking.

CANCELLATION / ALTERATION POLICY

- **Cancellation** within 9-weeks of the original booking program start date, will incur a 50% cancellation fee based on the total program cost for the booked numbers less the deposit paid.
- If the cancellation is due to **extenuating circumstances**, such as flooding, the visiting school principal can apply to the KIEEC principal to have only realised costs accounted for i.e. external catering costs.
- We require **final group numbers 4-weeks prior** to the booked program start date, and we will accept a 10% reduction in student numbers, from the original booking, without financial penalty.
- **Alteration** to group numbers:
    - If confirmed group numbers are within 10% of the original booking, the school will be invoiced based on actual attendance.
    - If confirmed group numbers are less that 10% of the initial booking confirmation, the school will be invoiced 90% of the original booking total.
- **Students incur all fees** regardless of the extent of participation, including late arrival or early departure.

INVOICING POLICY

- Your school will be invoiced after the visit, less the deposit paid.

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