

BX PAC Fundraising Credit & Refund Policy

Effective as of September 1, 2026

The BX Parent Advisory Council (PAC) manages fundraising programs throughout the school year, including hot lunches, the Apple Blossom Fair, flower sales, and other initiatives. The following policy outlines how credits and refunds are handled.

1. Purchases and Credits

- All orders and purchases made through the school ordering website are non-refundable.
- If a family makes changes to an order or purchase that results in a credit, the credit will remain on the family's account for the remainder of the school year.
- Credits can be used toward any PAC fundraising initiative offered through the ordering system (e.g., hot lunches, Apple Blossom Fair, flower purchases).
- Families can view their credit balance directly in the school ordering system, and balances update immediately when changes are made to past purchases, or when new orders or purchases are made when there is a credit on the account.
- For questions or concerns, families may contact the PAC through the school ordering system website (bxpac.parentcouncil.net >> "Help" tab >> "Support Request").

2. End-of-Year Credit Handling

At the end of each school year, credit balances are handled as follows:

Returning Families

- Any family returning to BX Elementary the next consecutive school year will have their remaining credit automatically carried forward and available for orders and purchases.
- Families must register with the same email address used in the previous school year for the credit to appear on their account.
- Credits cannot be transferred between families or accounts.

Departing Families

Families leaving BX Elementary (including Grade 7 graduates or families transferring to another school) may be eligible for a refund:

- A family with a credit balance of \$25.00 or more may request a refund of the credit balance.

- A family with a credit balance under \$25.00 is not eligible for a refund, and the credit balance will automatically be donated to the PAC.
- Refund requests must be submitted using the [Refund Request Form](#).
- The refund request window is May 1–30 each year.
- A family that does not submit a Refund Request Form during this window will not be eligible for a refund, and the remaining credit balance will be automatically donated to the BX Elementary PAC for future school support.
- Refunds are processed once per year only, and will be issued in June.

3. Refund Process

- Refunds will be issued by cheque and will be available for pickup at the school office by June 15.
- ID may be requested when picking up a cheque.
- Any cheques not collected by the last instructional day of the school year will be voided, and the funds will be donated to the PAC.

4. Additional Notes

- Credits are non-transferable and remain tied to the email/account they were originally associated with.
- Credits cannot be exchanged for cash outside of the annual refund process.
- Credits will not be reinstated for families who leave the school for a year and return later; the carry-forward applies only to families returning the next consecutive school year.