

22 September 2020

## REFUND OF MAJOR EXCURSION PAYMENTS

Dear Parents and Caregivers,

As you may be aware, we have cancelled the Wyrallah Road Public School major excursions to Coffs Harbour (previously Sydney/Canberra) and Camp Koinonia due to COVID-19 restrictions.

All payments paid towards these major excursions will be refunded in full (including the deposit) to the parent/carer who made the payment.

To process these refunds, please choose one of 2 options – Fees in Advance (preferred option UNLESS your child is in Year 6 with no younger siblings) or a refund using the method you paid each instalment.

Please check the box beside your choice, sign and return this note by **THIS FRIDAY, 18 September**.

Child's Name:  Class:

Amount paid:

**Please apply my payments to my child/ren's FEES IN ADVANCE (FIA)**  
NB: Fees in Advance sits in your family's 'cash desk'. It can be used by any child in your family for the duration of their enrolment at WRPS. At your discretion you can deduct any upcoming fees from this balance. Eg. The 2021 year 6 excursion, a younger sibling's major excursions in up-coming years, small class excursions, visiting performances etc. It is basically a credit that is attached to your family name. If you place your payments in FIA and you leave our school we can pay out any funds remaining as per below at any time. We will only use FIA when instructed by you. You can check your balance at anytime by phoning or emailing the school.

**I require a refund of the full amount of my payments towards the major excursion.**  
NB: You will be refunded the same way you paid. If you paid using more than one method, your refund will also be refunded by more than one method. Eg. EFTPOS payments must be refunded on to the same card used for the payment, POP payments will be refunded via POP and CASH payments will be refunded via bank deposit from the Department of Education. If you select this option you will be contacted to arrange the refund/s.

Signed (Parent/Caregiver) \_\_\_\_\_ Date \_\_\_\_\_