



Tuesday, 02 June 2020

Notice of Cancellation - Year 6 Camp

Dear Parents/Caregivers,

In close consultation with the Department of Education (DOE) surrounding the current COVID-19 Pandemic and the restrictions in place for camps/excursions, to ensure the health and safety of our staff and students we have no choice but to cancel the Year 6 camp scheduled to take place in Sydney in Week 3 Term 3 2020.

Whilst following the DOE guidelines, we understand that it is an unfortunate but necessary step to safe guard our students, staff and greater community. We appreciate your understanding in this matter.

At this time we will not be rescheduling a camp for 2020. We have already lost \$3395.50 of deposits and do not want to risk losing that/another amount by rescheduling due to current uncertainty.

The school will incur all deposits lost. Families will receive full refunds.

Attached to this letter is a refund request form. Please complete your details and have your child return the claim form to the Merimbula Public School office in order for your reimbursement to be processed.

Please note the following:

- Refunds will only be made via bank transfer and to the individual who made the payment;
- Refunds will take approximately 4-6 weeks once processed to appear in the nominated account.

If you have any questions please call the office on 6495 1266.

Kind Regards

Michelle Hulme
Principal



7. STUDENT REFUND APPLICATION (SCHOOL)

Please Note: refund can only be made to the person who made the original payment :

Name of person requesting refund: _____

Student's First Name: _____ Student's Surname: _____

Class: _____ Scholastic Year: _____

Payment for: _____ Amount: \$ _____

Date of Payment: _____ Receipt No: _____

Reason for Refund: _____

Refund Method

EFT Please provide banking details in space provided

BANKING DETAILS (EFT)

Account Name: _____ Account No: _____

Bank: _____ BSB: _____

Student/Parent Address: _____

Post Code _____ State _____

OFFICE USE ONLY

AUTHORISATION

As required by S12 / S13 of the PF&A Act, and in accordance with Clause 170.01 of the Treasurer's Directions, S12 (MO23) approval for this expenditure has been given by

Name of S12 Delegate: _____

Signature: _____

S13 DECLARATION: Having satisfied myself that this expenditure has been approved by an Officer Delegated under Section 12 of the PF&A Act. And that adequate certifications have been performed in accordance with Clause 190.01 of the Treasurer's Directions, I hereby authorise payment of the attached accounts in accordance with Section 13 of the Public Finance and Audit Act, 1983.

S13 Authorising Officer position number: _____ Date: _____

Officer's Name and Signature: _____

PROCESSED BY

Name: _____

| | | | | |
|------------------------------|-----------|------|------------------------------|------|
| Payment Method | Completed | Date | Completed | Date |
| <input type="checkbox"/> EFT | | | <input type="checkbox"/> ebs | |

Signature _____