



## Camps, Sports & Excursions Fund (CSEF)

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### **Rationale:**

- The Camps, Sports & Excursions Fund (CSEF) supports the education of students from eligible families, and therefore needs to be sensitively and effectively managed at a College level.

### **Aims:**

- To ensure all eligible parents receive the Camps, Sports & Excursions Fund.
- To ensure the fund is managed effectively at a College level in compliance with relevant Department of Education requirements and parent wishes.

### **Implementation:**

- Details relating to the CSEF, amounts, eligibility, and due dates for applications will be communicated to parents via the College newsletter.
- CSEF information will be distributed in languages appropriate to the College community so as to ensure all eligible parents are aware of application requirements. Non-English CSEF information is available from: [www.education.vic.gov.au/csef](http://www.education.vic.gov.au/csef)
- Application forms should be completed and lodged before the end of term two each year. Parents or guardians are required to submit a new application each year.
- CSEF payments are for the application year and cannot be claimed retrospectively for prior years.
- The College will inform parents of the strong likelihood that late applications will probably be rejected.
- CSEF payments will be remitted directly to the College and are expected to commence from March each year. Payments will be finalised by the end of term three each year.
- The College can allocate the CSEF payment towards camps, sport or excursions for the benefit of the eligible student, in consultation with parents.
- The CSEF payment cannot be used towards voluntary College charges, nor towards books, stationery, College uniforms, before/after College care or music lessons.

### **Evaluation:**

This policy will be reviewed as part of the school's three-year review cycle.

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<b>Approved by Kambrya College School Council</b>	May 2018
<b>Responsible for Review</b>	Paul Looker- Assistant Principal and Dave Wilson (Business Manager)
<b>Next Review Date</b>	May 2021