



PAYMENTS PROCEDURE

Payments

School payments

School payments can be made at the office window on Tuesday, Wednesday and Thursday ONLY between 8.15am and 9.15am. Payment methods include cash, cheque or EFTPOS.

EFTPOS phone payments may also be made on Tuesday, Wednesday and Thursday ONLY after 9.15am.

Other payments

Other payments may include Scholastic bookclub, P & C fundraising, Uniform shop orders and student council activities etc. These can be placed in the Red box located at the office window at any time.

Refunds

If a parent/carer wishes to apply for a refund due to their child's non-participation in an excursion or camp activity, they may do so by completing a [Request for Refund form](#). Where possible, the request should include the receipt relating to the payment for which a refund is being sought. Refunds are subject to valid reason/circumstance and Principal approval.