



KEIRA HIGH SCHOOL

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18 March 2020

Dear Parents and Carers

Cancellation of Excursion

As a result of the cancellation of your child's excursion, your payment has been transferred to Fees in Advance for your use at a later date.

What is Fees in Advance?

Fees in Advance is a holding bay where funds can be accessed at any time to pay for other fees outstanding and can be used for payments relating to any siblings also in attendance at Keira High School. Simply mention you wish to use these funds when paying for future expenses. Unfortunately, this facility cannot be accessed by online payments.

OR

Alternatively, you can apply for a refund

Should you wish to access a full refund, this can be done by completing the attached form and returning it to the office. We can then process that refund where the funds can be directly deposited back into your nominated account. Please be advised this process can take up to two (2) weeks.

Thanking you for your understanding.

Yours faithfully

Mr D J Robson
Principal

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