



CHRISTIAN SCHOOLS EVENTS NETWORK

POLICY REGARDING RETURN OF NON-REFUNDABLE DEPOSITS:

The purpose of charging schools non-refundable CSEN deposits is to give CSEN confidence in booking venues, adjudicators, consultants and referees in sufficient time to secure required dates. Cancellation fees can be significant, so we need commitment from a sufficient number of schools to be confident that an event will be viable.

Following representations from schools, the policy for 2019 will be as follows:

While deposits remain non-refundable, except for the most extenuating circumstances, in cases where student preferences result in your school presenting a team for a different activity than initially intended, CSEN deposits may be transferred to an alternate activity, provided that this transfer does not result in the cancellation of an event. In cases where the swapping of either sports teams, or a cultural event results in cancellations related to this application, the deposits will be retained by CSEN to cover cancellation fees.

We trust that this flexibility will assist schools to completing Intention to Compete forms with greater confidence. Please note deposits will not be refundable if an alternate event is not selected in place of the one cancelled.

Should a school wish to resubmit a 2019 Intention to Compete form, this must be fully completed and resubmitted by Friday 23rd November 2018.

PROCESS FOR APPLYING FOR A TRANSFER OF DEPOSIT FOR A SPORTING OR CULTURAL ACTIVITY:

1. Complete the form found on the CSEN website, under the relevant activity.
2. Submit the fully completed form by the date the entries are due for the event to Karen Davidson (csen@csa.edu.au)
3. Any decision regarding the application remains the decision of the CSA Executive Officer and the CSEN Coordinator.



CHRISTIAN SCHOOLS EVENTS NETWORK

APPLICATION FOR TRANSFER OF A DEPOSIT FOR CSEN SPORTS EVENTS

Please note:

1. This form is for use for Rally Day / Lightning Premiership activities only.
2. The completed form must be submitted by the due date for entries for the activity and in conjunction with your entry form.
3. All sections of the form must be fully completed.
4. Should an alternate activity not be selected for the same day, CSEN will retain the deposit.
5. The deposit may not be transferred to a sport with a deposit already attached to it.
6. A school may not submit more than one sports application form per term.
7. Any decision regarding the application remains the decision of the CSA Executive Officer and the CSEN Coordinator.

SCHOOL NAME: _____

HEAD OF SPORT NAME: _____

HEAD OF SPORT EMAIL: _____

HEAD OF SPORT MOBILE: _____

HEAD OF SPORT SIGNATURE: _____

PRINCIPAL'S NAME: _____

PRINCIPAL'S SIGNATURE: _____

DAY AND DATE OF EVENT: _____

NAME OF EVENT: _____

SPORT WITHDRAWING FROM: _____

SPORT TRANSFERING TO: _____

REASON FOR APPLICATION: _____

OFFICE USE ONLY:

Date Submitted with Entry Form: _____

Application Fully Completed: _____

Approved: _____



CHRISTIAN SCHOOLS EVENTS NETWORK

APPLICATION FOR TRANSFER OF A DEPOSIT FOR CSEN CULTURAL EVENTS

Please note:

1. This form is for use for Cultural activities only.
2. The completed form must be submitted by the due date for entries for the activity and in conjunction with your entry form.
3. All sections of the form must be fully completed.
4. Should an alternate date not be selected for the same activity, CSEN will retain the deposit.
5. The deposit may not be transferred to an event with a deposit already attached to it.
6. A school may not submit more than one cultural activities application form per term.
7. Any decision regarding the application remains the decision of the CSA Executive Officer and the CSEN Coordinator.

SCHOOL NAME: _____

COORDINATOR NAME: _____

COORDINATOR EMAIL: _____

COORDINATOR MOBILE: _____

COORDINATOR SIGNATURE: _____

PRINCIPAL'S NAME: _____

PRINCIPAL'S SIGNATURE: _____

DAY AND DATE OF EVENT: _____

NAME OF EVENT: _____

EVENT WITHDRAWING FROM: _____

EVENT TRANSFERING TO: _____

REASON FOR APPLICATION: _____

OFFICE USE ONLY:

Date Submitted with Entry Form: _____

Application Fully Completed: _____

Approved: _____