



CHRISTIAN SCHOOLS EVENTS NETWORK

DEPOSIT POLICY

DATE OF POLICY IMPLEMENTATION: MAY 2020

DATE OF NEXT MAJOR REVIEW: NOVEMBER 2026

APPROVAL AUTHORITY: CHRISTIAN SCHOOLS EVENTS NETWORK BOARD

GOVERNING AUTHORITY: CSEN BOARD

RESPONSIBLE OFFICER: CSEN EXECUTIVE OFFICER

POLICY – PAYMENT OF DEPOSITS

The purpose of charging schools a non-refundable deposit 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 commitment from a sufficient number of schools is necessary to be confident that an event will be viable.

When submitting an 'Intention to Compete' form to CSEN, schools are to complete the form in full and pay the required deposit as indicated on the CSEN website.

Please note the following information in regard to payment of deposits:

Deposits are non-refundable. However, CSEN will endeavour to accommodate the following scenarios:

1. In extenuating circumstances when the CSEN Executive Officer may use discretion and refund a deposit.
2. If a school needs to withdraw from a sport or cultural event, then a second 'Intention to Compete' form must be submitted to the CSEN Executive Officer by 5 February each year. If the event still runs, then the deposit paid will be refunded. If the event does not run, then the deposit will not be refunded. If the 'Intention to Compete' form is submitted after 5 February each year, deposits are non-refundable.
3. If student preferences result in your school presenting a team for a different activity than initially intended, deposits may be transferred to an alternate activity, provided that this transfer does not result in the cancellation of the initially selected event.
4. In cases where the swapping of either sports teams, or a cultural event results in cancellations related to this application, the deposits may be retained to cover cancellation fees.
5. Deposits will not be refunded if an alternate event is not selected in place of the one cancelled.
6. If a school needs to withdraw from an event for which it was responsible for providing staff, then the deposit will not be refunded and may contribute toward payment of relief staff.