



LILYDALE HEIGHTS
COLLEGE

CSEF FUNDS

Schools are required to use the Camps, Sports and Excursions Fund (CSEF) payment for expenses relating to Camps, Sport and/or Excursions for the benefit of the eligible student.

The CSEF payment cannot be used towards voluntary school charges, nor towards books, stationery, school uniforms, before/after school care, music lessons, etc. The payment can only be used for the eligible child and is not transferable.

Some common examples of school-organised programs for which the CSEF payment may be used include:

- School camps/trips
- Swimming and other school-organised sporting programs.
- Outdoor education programs.
- Excursions/incursions

Any remaining portion of the CSEF not expended by the end of the school year may be carried forward by the school towards the following year's camps, sports and excursions expenses for the eligible child. Please note these funds are allocated to schools in Term 3 of each year.

When you wish to use the CSEF to pay for your child's excursions please follow the process as detailed below:

1. Login to the Compass Parent Portal and access the event you wish to pay for
2. Print the form and then sign the permission section
3. Do not continue on to pay
4. Write "CSEF" on the bottom of the form
5. Bring the signed form to the Accounts Office where it will be processed and the amount will be deleted from your CSEF fund.

If you have any queries regarding this please contact Tracey Green, Business Manager on 9735 1133.

Yours sincerely

Tracey Green
Business Manager