



Monday 23 March 2020

Dear Parents and Caregivers

Re: COVID-19 (coronavirus) – Finance Office update

As part of our response to the COVID-19 situation, I am writing to provide you with information on the treatment of charges for this year's retreats and camps.

- Families who have paid their 2020 Fees in advance, and therefore have also paid for a retreat and/or camp, are entitled to a full refund for the cancelled retreat and/or camp by contacting the Finance Office at finance@bps.sa.edu.au
 - Please note that this does not apply to the Year 5 and Year 9 camps that have already been conducted.
- Any penalties that are applied by a provider for the cancellation of a retreat and/or camp this year will be absorbed by Blackfriars and will not be applied to family accounts.
- Charges for cancelled retreats and/or camps will be credited to your fee account. This will appear on your April statement.
- Camps that have already been conducted this year (Year 5 and Year 9 Camps) still require full payment to be made.
- If any retreats and/or camps are reinstated at a later stage during 2020, charges for these will be applied with payment instructions issued at that time.

Further to this information on retreats and camps, please be assured that the School Board is committed to assisting and supporting our families financially during this unpredictable and unprecedented time.

As is always the case, please contact the Finance Office at finance@bps.sa.edu.au if you have any questions or concerns about your ability to meet fee payments.

Please understand that we are receiving a higher than usual volume of emails and messages at this time and that we will respond to all correspondence as soon as possible.

Gerard Leahy
Business Manager