

Notice to Applicants

Being granted an exemption from paying full school fees is intended to encourage and support families who wish their child or children to receive a high level of education built and supported on the foundations of the Christian faith but who cannot afford to do so.

The value of an exemption can vary, but will not be more than 75% of the total fees. You will need to show that your income, day-to-day living expenses, assets and liabilities are at such a level that payment of the full fee would cause you financial hardship.

It is anticipated that all successful applicants will assist with school fundraising efforts and/or volunteer their own skills in return to help and benefit the school. Contributions can be in the form of financial, in kind or in the form of any service a parent may render to the school.

Any family who is granted or declined an exemption can re-apply each year before the end of the Closing Date. Applications must be submitted by 1 December for consideration for fees exemption for the following school year. Applications outside of this period will only be considered for new families to the school, or in the case of a sudden change in financial situation. Your Application must be submitted to the Fees Committee with all supporting documents to be processed.

The Fees Committee has a limited budget for fees exemptions, therefore there unfortunately maybe occasions where not all Applications can be approved.

Closing Date: 1 December (relevant to existing school families only)
Tenure: The following school year
Value: Up to 75% of Attendance Dues, as determined by the Fees Committee

Conditions: The applicant must be a New Zealand Citizen or permanent resident
The applicant is already attending or would like to attend KingsView School fulltime within 3months from the date of this Application and has completed the necessary enrolment process
The Applicant will genuinely experience financial hardship in the event that full fees are paid

Decision Makers: The Fees Committee is made up of the Principal and at least one representative of the KingsView Board of Trustees. The Fees Committee will make a recommendation to the exemption provider (the Christian Schools Association of Queenstown) . It is at the discretion of the CSAQ to grant or decline your Application based on the school's 'Exemption from Fees' Policy document. An informal meeting to discuss your situation may be requested before a final decision is made.

Response Time: Notification of the Fees Committee's decision will be provided to you in writing within 10 working days of the Closing Date for applications.

STUDENT DETAILS *(if more than 1 child, please include all names and details in this section)*

Family Name: _____

Given Name/s: _____

Postal Address: _____

Date of Birth/s: _____

Is your child currently attending KingsView School? Yes/No

If no, please state which school they currently attend or if they are home schooled or yet to start school:

PARENT/CAREGIVER 1 DETAILS:

Full Name: _____

Postal Address: _____

Telephone: _____

Email: _____

Relationship to Child: _____

Date of Birth: _____

Number of Dependents: _____ Ages: _____

Usual Occupation: _____

Are you currently: (please circle) Employed Full-Time/ Part-Time/ Casual/
Self-employed/Unemployed

Name of Employer: _____
(or name of business if self employed)

PARENT/CAREGIVER 2 DETAILS:

Full Name: _____

Postal Address: _____

Telephone: _____

Email: _____

Relationship to Child: _____

Date of Birth: _____

Number of Dependents: _____ Ages: _____

Usual Occupation: _____

Are you currently: (please circle) Employed Full-Time/ Part-Time/ Casual/
Self-employed/Unemployed

Name of Employer: _____
(or name of business if self employed)

YOUR COMBINED INCOME (please convert all income to monthly figures)

Salary/wages/drawings/benefit	\$
Rent or board	\$
Child Support	\$
Other income or financial assistance	\$
Total monthly income (before tax)	\$
Total monthly income (after tax)	\$

YOUR REGULAR EXPENSES (please convert all expenses to monthly figures)

Mortgage/Rent	\$
Vehicle/Travel (fuel, maintenance etc)	\$
Utilities	\$
Rates	\$
Insurance	\$
Other (give details)	\$
Total:	\$

ATTACHMENTS

Please ensure you attach copies of all relevant documents to support your claim for an exemption, including:

- Proof of income (wage slip, employment contract, benefit slip, company FYE return)
- Any debt servicing commitments

ASSISTANCE

KingsView School can connect you with local organisations that provide free budgeting advice and other support services. Would you like to be contacted or receive further information about the type of help available, please circle your answer. YES/ NO

Please submit your application (including supporting documentation) to the Principal at principal@kingsview.school.nz or drop it at the office in a sealed envelope marked Confidential

KINGSVIEW SCHOOL – DISCLOSURE OF INFORMATION

The Privacy Act 1993 requires that you must give specific permission in order for any personal information you have provided for any purpose to be passed on to another person or institution.

In order for KingsView School to comply with the Act, and so that your Application may be processed, you should read this statement and sign the appropriate section of your Application form.

I consent to:

(i) The disclosure of personal information supplied or obtained strictly in connection with my application for an exemption from fees, or administered by KingsView School for the purposes related to the application, to:

- Members of the 'Fees Committee' and/or exemption provider.
- Other agencies where disclosure is required under the provisions of the Privacy Act 1993.

(ii) The Fees Committee or Board of Trustees, strictly for the purpose of assessing my application for an exemption of fees, to obtain any information held by:

- The Principal or departments of KingsView School (including enrolment information)
- Administration or employed staff of KingsView School
- Other agencies where disclosure is required under the provisions of the Privacy Act 1993.

KingsView School will keep all information supplied in writing and orally by you, strictly confidential and only for the purposes of administering the Fees Exemption process.

DECLARATION BY APPLICANT

I hereby certify that:

- I am the Applicant and that I have read and agree to accept the provisions relating to Disclosure of Information outlined above.
- The information provided in this Application is true and correct to the best of my knowledge
- I have disclosed all relevant financial information
- I have read and understand the conditions relating to Fees Exemption as outlined in this document.

Name:

Name:

Signature:

Signature:

Date:

Date:

KingsView School

Fees Exemption Procedure

<p>Application</p>	<p><u>Step 1</u></p> <p>The standard Application Form is to be completed by the student's parents or caregivers in full and submitted directly to the Fees Committee with photocopies of all supporting documents.</p> <p><u>Step 2</u></p> <p>If the application relates to a new enrolment, the Fees Committee will request a copy of their Enrolment Form from the Principal to establish if the student is 'preference' or 'non-preference' before processing the application (any relevant information is covered by the Privacy Waiver at the rear of the Application form).</p> <p><u>Step 3</u></p> <p>The Fees Committee, whose membership is detailed in the Fees Exemption Policy, will review the Application within 5 working days of the Closing Date, assess whether the Application qualifies for Fees Exemption, and make a recommendation via email to the CSAQ Chair and business manager. The Fees Committee may request a meeting with the Applicant in order to support its assessment.</p>
<p>Decision</p>	<p>The final decision to approve or decline an Application is to be made by the CSAQ Board within 5 working days of a recommendation being received from the Fees Committee.</p> <p>If approved the CSAQ Board will formally communicate the decision to the Fees Committee and the NZCPT.</p> <p>Approval The Applicant is notified in writing by the Fees Committee within 10 working days of the Closing Date.</p> <p>Decline The Applicant is notified in writing within 10 working days.</p>
<p>Application Timeframes:</p>	<p>Closing Date: 1 December</p> <p>An Application submitted outside the above timeframes will only be processed in the event that the Applicant is a new enrolment or a family has experienced a sudden and unexpected financial hardship due to a significant event outside their control.</p>
<p>Communication</p>	<p>The Fees Committee is to notify all families in writing on an annual basis 30 days prior to the Opening Date that their exemption is due to expire and inviting them to re-apply by the Closing Date.</p>

KingsView School

Exemption of Fees Policy

Purpose	Being granted an exemption from paying full school fees is intended to encourage and support families who wish their child or children to receive a high level of education within a thriving environment built and supported on the foundations of the Christian faith but who cannot afford to do so.
Criteria	<p>The student must be a permanent resident in New Zealand.</p> <p>a) Any new student whose family would genuinely experience financial hardship if payment of the full fee was required.</p> <p>b) Any existing student whose family is experiencing genuine financial hardship.</p>
Tenure	Maximum of 12 months or to end of the current calendar year, unless granted in term four in which case the exemption will apply to the following calendar year.
Value	<p>Up to 75% of the current school Attendance Due per applicant. The full amount of funding available for the exemptions will be set by the CSAQ Board, and the fees committee will make their recommendations accordingly.</p> <p>It is anticipated that all successful applicants will assist with school fundraising efforts and/or volunteer their own skills in return to help and benefit the school.</p> <p>If granted, the total value of an exemption will be decided by the Fees Committee.</p>
Application	<p>An Application Form must be completed by the student's parents or caregivers in full and submitted directly to the Fees Committee with photocopies of all supporting documents in line with dates described in the Fees Exemption Procedure.</p> <p>An Application submitted outside the above timeframes will only be processed in the event that the Applicant is a new enrolment or a family has experienced a sudden and unexpected financial hardship due to a significant event outside their control.</p>
Decision	<p>All Applications are reviewed and processed by the Fees Committee. The Fees Committee will comprise of the Principal and at least one member of the Board of Trustees. Other members to the committee may be nominated by either the BoT or the CSAQ.</p> <p>The Fees Committee will make a recommendation by email to the CSAQ chair and business manager. The CSAQ will make the final decision.</p>
Exceptions	The CSAQ reserves the right to vary this Policy if deemed necessary, having duly consulted with the Board of Trustees and the NZCPT.