

Attendance dues

Attendance Dues are a compulsory payment approved by the Minister of Education under the terms of the Education and Training Act 2020 and are a condition of a student's enrolment at a New Zealand Christian Proprietors Trust (NZCPT) school. Where a student starts or leaves part way through the year, attendance dues will be charged from the week of enrolment up to the week of departure.

Special Character Donation

The Ministry of Education funds our schools based on the student roll at the equivalent level of a state school. The Special Character (Christian content) of our schools is not included in this funding; therefore, each school is reliant on donations from families. Special Character donations are voluntary; however, they are a vital contribution which provides resources, training and educational tools that directly enhance our schools Special Character. These donations are tax deductible, allowing you to claim one third of your donation back from the Inland Revenue Department. NZCPT collect the special Character Donation on behalf of each school and can be included with your attendance dues payment. NZCPT is a charitable trust and issues a tax donation receipt for special character donations at the end of the financial year, in April.

Agreement

Parents/caregivers must complete an agreement with New Zealand Christian Proprietors Trust, accepting responsibility to pay the attendance dues in order to enrol their child/ren at one of our schools. This needs to be signed by both parents/caregivers and submitted to the school along with your pre-enrolment application. The school will forward the NZCPT forms to our Administrators who will process the document upon confirmation of placement.

Payment of attendance dues

NZCPT collect the attendance dues by direct debit with annual, quarterly, monthly, fortnightly, or weekly payment plans to select from. Banks have specific requirements for a Direct Debit authority to be successfully actioned. The information can be filled in digitally however, the signature must be signed in "wet ink". It is recommended that all holders of the nominated bank account sign the direct debit authority.

We seek to provide Christian Education to as many families as possible so if a family encounters financial difficulties, NZCPT work to accommodate various cashflow situation. It is important to correspond with your NZCPT Administrator regarding any circumstance that may arise.

Term in advance

Upon acceptance of enrolment, a term in advance payment is required to be paid into NZCPT bank account:

NZ Christian Proprietors Trust

ASB: 12-3107-0061704-04

Please use your child's name and intended start date as references.

Due dates

If the NZCPT direct debit authority is not completed, then payment of each term is required in advance. A statement will be issued by NZCPT when the invoice for the attendance dues is raised on the first business day of each quarter in January (Term 1), April (Term 2), July (Term 3), and October (Term 4). Payment of each term is due within 7 days of receipt and before the start of the term.

Notice of Withdrawal

In order to give adequate opportunity to fill student vacancies, parents/caregivers are requested to give one term's notice in writing of their intention to withdraw their child/ren. Please email the withdrawal notice to both the school office and NZCPT at admin@nzcpt.nz.

Where no notice has been given, a 1-week attendance dues payment in lieu of notice will apply to each student withdrawing from the school.

Where a parent/caregiver has withdrawn an application, so the child is no longer starting, NZCPT will retain 1-week attendance dues payment to cover the processing and refund the balance.

Dishonoured payments

Where a direct debit payment has been dishonoured, the NZCPT Administrator will contact you to arrange recovery of the missed payment. For each failed payment, a \$5.00 fee will apply and needs to be paid in addition to the dishonoured transaction.

Failure to pay attendance dues

If a parent/caregiver who has accepted the responsibility for the education of a child, has entered into an agreement to pay attendance dues and fails to make payment, the balance owing, and all debt collection costs are recoverable from the parent/caregiver by NZCPT's nominated debt collection agency.

In addition, a failure to make payment constitutes grounds for the principal of the school to suspend the child from attendance at that school and to remove the child's name from the school register.