



St Michael's Church School

Fees Information & Terms of Trade 2020

For 168 years, it has been the mission of the Board of Governors of St Michael's Church School to keep the school's fees as low as possible so that an independent, Christian education is open to as many children as possible. For this reason, St Michael's has a flat fee structure – one tuition fee for all year-groups – and this fee is considerably lower than the graduated fees charged by other independent schools in the city.

ENROLMENT

The Enrolment process:

- i) To apply for a place at St Michael's, the ***Application for Placement Form*** must be completed. A \$200.00 deposit is payable at this time. On acceptance of your child's application by the school, this deposit becomes non-refundable.
- ii) To fully enrol your child, it is then necessary to complete the ***Enrolment Form*** as well. This form includes additional information about your child, including birth certificate, emergency contact details and immunization records.

Both forms must be completed for your child.

FEES

Tuition Fees

St Michael's Church School academic **Tuition Fees for 2020 are \$11,050.46 pa.** This is a flat fee per pupil in all year-groups, Years 1–8.

Payment in Full Discount: the school offers a discount of 3% if the annual Tuition Fees are paid in full on 20 January of the academic year.

The 3% discounted fee for 2020 is **\$10,718.95 pa.**

Sibling Discount: for families with more than one child enrolled in the school at the same time, a \$200.00 discount is given for the second child. A third child and any subsequent siblings receive a \$500.00 discount.

This discount applies only while the children are enrolled concurrently at St Michael's, and is adjusted as siblings leave, eg: when the oldest of three children leaves, the youngest child's discount becomes a 2nd child discount.

<i>2nd Child Discount</i>	<i>3rd Child Discount</i>	<i>4th Child Discount</i>	<i>5th Child Discount</i>
\$200.00	\$500.00	\$500.00	\$500.00
\$10,850.46	\$10,350.46	\$9,850.46	\$9,350.46

Development Levy

An annual levy is charged per pupil for the ongoing development and maintenance of the school's facilities and resources.

The **Development Levy for 2020 is \$450.00 per pupil.**

Sundries

Each pupil has a monthly Sundries Account. Charges are made to the Sundries Account for such items as stationery, academic competitions, course texts and novels, computer subscriptions, concerts and theatre trips, sport, Y7&8 Programme activities, and outdoor education including camps. For expensive items such as camp, we will notify parents beforehand as we realize that sundries can add up.

After School Care: if you use the After School Care service for your child, these fees are charged to your Sundries Account.

If your child attends an after-school club, After School Care fees apply from the time that the club is scheduled to finish if your child is not collected from school at that time.

The After School Care fee for 2020 is \$11.00 per hour, charged in quarter-hour increments.

A late fee of \$ 5.00/5 minutes is charged after 5.30pm.

Itinerant Lessons: individual Music and Speech & Drama lessons are private arrangements and so will be charged directly to you by your child's itinerant teacher, and not via the Sundries Account.

PAYMENT

Tuition Fees, Development Levy and Sundries are invoiced in eleven equal instalments and are due for payment on the 20th of each month, from January through to November. The first payment is due on 20 January each year.

As noted above, full payment of the year's Tuition Fees on 20 January attracts a 3% discount.

At St Michael's, the mandatory method of payment is by Direct Debit. A Direct Debit form is included in your enrolment pack for you to complete and return to the school office.

Invoices are sent by email. Each invoice includes your child's Tuition Fee, Development Levy and Sundries for that month, and advises the date when the funds will be drawn from your bank account.

If you have any questions about fees, payments and Terms of Trade, please do not hesitate to speak to the bursar, Mrs Jocelyn Richards. She is available to assist in any way that she is able to do so: bursar@saintmichaels.co.nz; (03) 379.9790

TERMS OF TRADE

- i. The person(s) signing the *Enrolment Form* accepts formal responsibility for the payment of all fees, charges and sundries incurred on behalf of the pupil as approved and determined by the Board of Governors of St Michael's Church School.

- ii. From time to time the Board may, at its discretion, alter its fees, charges or Terms of Trade. When there are two or more signatories to a pupil's *Enrolment Form*, those signatories shall be jointly and severally liable for these fees and charges. Existing parents and other signatories will be informed in advance by email of any changes to the fees and charges, or Terms of Trade. Where fees are paid by other than parents, it is expected that parents will also communicate any such changes to their relevant signatories to ensure all parties are informed.
- iii. The Board reserves the right to collect and hold personal information on the signatories for the purposes of credit recovery should this become necessary, and may supply any such personal information to any solicitor, credit agency, association or the like for the purposes of recovering any sum owing by the signatories to St Michael's Church School.
- iv. The Board works very hard to keep fees as low as possible and is not in a position to be a moneylender. The Tuition Fees, Development Levy and Sundries charged by the Board are to be paid by the due date each month. Late payment of the account constitutes a default, and the defaulter shall be liable to pay interest on the overdue amount. This interest shall be charged from the due date of the overdue account until the date of payment at the rate of 2% per month.
- v. If the overdue account is not paid within 60 days of the due date, the Board shall consider further action to recover the debt. The defaulter shall be liable to pay the costs of any further actions taken by the Board to recover the debt, including any fees and costs charged by the school's debt collection agency.
- vi. Overdue accounts are reported in full to the Board at its regular meetings. Where accounts are consistently overdue and no effective repayment arrangements have been made, the pupil's place in the school can be forfeited. If Tuition Fees, Development Levy and Sundries for the previous school year have not been paid in full by 20 January of the following school year, the pupil concerned shall not be permitted to commence Term 1 of the new school year unless effective repayment arrangements deemed acceptable to the Board have been put in place.
- vii. If an account payment is dishonoured, an administration fee of \$100.00 (*GST inclusive*) shall apply.
- viii. If you wish to withdraw your child from the school for any reason, you must give the school one full term's notice in writing to the principal. The last day on which this notice can be given is the first day of the term at the end of which you wish your child to leave. This term's notice is to assist the school with personnel and financial planning. If the notice you give is less than one full term and not given in writing to the principal a charge of one term's Tuition Fees shall apply in lieu of incorrect notice