



ST PAUL'S COLLEGIATE SCHOOL

School Fees for 2012 Academic Year

Further to the Headmaster's letter of 31st October to Parents and Caregivers, this document sets out the various fee structures together with payment options

Information Contained Within:

- ❖ 2012 fees schedule & prepaid fees discount option
- ❖ Payment plans
- ❖ Fees insurance
- ❖ Regulations covering payment of fees - refer appendix 1
- ❖ Direct debit form

FEES FOR 2012

Set out below are the annual fees for 2012 (inclusive of GST) for NZ domestic students¹. Fees are billed in ten monthly installments and are payable by the 20th of the following month. (Please also read appendix 1).

Enrolment Fee	\$750
Deposit on account	\$1,500

Tuition Fees except Year 10		
	Day	Boarder
Tuition fees	17,100	17,100
Boarding fees	N/A	12,200
Lunches	1,650	N/A
Fees without discount	\$ 18,750	\$ 29,300
Discount if paid by 30th November	750	1,172
Fees net of discount	\$ 18,000	\$ 28,128

PREPAID FEES DISCOUNT ON 2012 FEES

If full payment of the 2012 annual fees is received on or before 30th November 2011, a **4%** discount may be deducted. (NB this discount factor offers a very good return on investment compared with other pre-tax options and if it is possible is worthwhile considering). Payments for more than one year in advance are welcomed and if received by the above date will carry an exemption from any fee increases incurred during the period for which the fees are prepaid.

We are happy to hold post-dated cheques. (30 November 2011)

Payments may be credited direct to the school's bank account, which is held at BNZ, Hamilton North.

Account No: 02 0320 0203376 00

Please ensure that the student's name and family key code are included in the particulars given. Please also send us an email to let us know that you have transmitted the money (email address: k.rice@stpauls.school.nz). This is very important so that we can correctly credit the money received to your account.

¹ This fee schedule applies to NZ Domestic Students only, which include the following:

- New Zealand Citizens;
- Students from the Cook Islands, Tokelau or Niue who are New Zealand Citizens;
- Australian Citizens, permanent residents of Australia;
- The holder of a residence permit under the Immigration Act 1987;
- Persons exempt from the requirement to hold a residence permit under the Immigration Act 1987.

Tuition Fees for Year 10 only - Tihoi year		
	Day	Boarder
Tuition fees	17,100	17,100
Boarding fees	6,100	12,200
Tihoi course fee	1,300	1,300
Lunches	825	N/A
Fees without discount	\$ 25,325	\$ 30,600
Discount if paid by 30th November	1,013	1,224
Fees net of discount	\$ 24,312	\$ 29,376

Fees are billed over a 10 month billing cycle and are payable in advance of attendance.

Other fees and charges:	
St Paul's Parents' Association	\$100.00
Old Collegians' Association	\$90.00
<i>The above are annual charges billed over 10 monthly</i>	
Dinner - day students only	\$12.00
Breakfast - day students only	\$9.00
Musical instrument(s) - Year 9 & 10	variable
Sports levy depends on the sport undertaken	variable
English as a second language (ESOL):	
Group session (per session)	\$24.00
Individual classes (per session)	\$60.00

Other fees and charges are payable on the 20th of the month following the date incurred. Interest is charged on overdue accounts at a rate determined by Board of Trustees.

Bank: BNZ, Hamilton North 02 0320 0203376 00

PAYMENT PLANS Direct Debit or Automatic Payments

- Payment can be made by **direct debit** or automatic payment from your bank account as payments of: **10 equal monthly**; or 20 equal fortnightly; or 40 equal weekly amounts.
- The **first payment must commence on 20 January 2012, prior to the term starting**, (weekly and fortnightly payments will be processed on Thursdays commencing 19th January);
- Please complete the Direct Debit form at end of this document and return it to the School administration office if you wish to start paying by this method;
- **If you are already paying your account by automatic payment please adjust the payment amount** from 20 January 2012.

- Our bank account is: **BNZ, Hamilton North 02 0320 0203376 00**
- Adjustment to the amount paid for any disbursements incurred may be made during the year but must be paid in full by 20th December 2012.

Payment plan for Year 9,11,12 & 13		
	Day	Boarder
Annual fees	18,750	29,300
Allowance for disbursed charges	1,200	1,200
	\$ 19,950	\$ 30,500
Monthly payment - 10 instalments	1,995	3,050
Fortnightly payment - 20 instalments	998	1,525
Weekly payment - 40 instalments	499	763

Payment plan for year 10 - Tihoi year		
	Day	Boarder
Annual fees	25,325	30,600
Allowance for disbursed charges	1,200	1,200
	\$ 26,525	\$ 31,800
Monthly payment - 10 instalments	2,653	3,180
Fortnightly payment - 20 instalments	1,327	1,590
Weekly payment - 40 instalments	663	795

ENQUIRIES

These generally come under two major categories:

- Enquiries specific to one off charges made to your account;
- Complaints in respect of fees set by the Board of Trustees.

If you have an enquiry relating to a specific charge made to your account, please contact the administration office with your enquiry clearly detailed. If you have an enquiry or complaint in respect to the ***standard fees set by the Board of Trustees***, we request that you put your concerns in an email or letter to Ian Bridge, Business Manager. We also welcome constructive suggestions for improvement to our service for you. We do make mistakes from time to time and we are happy to have these brought to our attention.

Email: i.bridge@stpauls.school.nz

Fax: +64 7 957-8833

Ian Bridge
Business Manager

REGULATIONS COVERING FEES

1. Fees are as published and shall be **fixed by the Board of Trustees** from time to time (with or without prior notice).
2. Fees and disbursements are **payable by the 20th of the month following the date of the account;**
3. All fees and other moneys **not paid by the due date shall bear interest** at a rate fixed from time to time by the Board of Trustees;
4. No fee is refundable where a student does not start or does not complete a full term;
5. Where fees remain unpaid and no arrangement has been agreed with the Business Manager as to their payment, then the Board of Trustees will require the immediate removal of the student from the school.

NOTICE OF WITHDRAWAL

1. **One full term's notice of withdrawal must be given in writing to the Headmaster;**
2. The notice required must be given not later than the beginning of the term at the end of which a student is to leave and in the event that such notice is not given by the date required, then the following terms fees shall be payable;
3. **Verbal notice of withdrawal will not be accepted;**
4. The question of a student's withdrawal should always be a matter for consultation between the Headmaster and the parents/guardians;
5. Where the student is required to leave the school under Clause 19 of the Standards of Conduct described below, the full fee for the term will remain payable with no refund given;
"The student is subject to the rules and discipline of the school. A copy of the school rules is printed in the school handbook and a copy is available for perusal at the school office. The school reserves the right to request the withdrawal of the student, or if necessary, to suspend or expel the student for any serious act or omission that is in breach of the school rules"
6. Withdrawal of a student from a boarding position requires the same notice of withdrawal.

PAYMENT OPTIONS

Direct Debit is the preferred method of payment: Please complete the form at the end of this document and return it to the school office, you can either pay the amount owing on your account as it falls due or spread payments in the same manner as Automatic Payments.

Automatic Payment: Direct from your bank account as follows:

- 10 equal monthly payments
- 20 equal fortnightly payments
- 40 equal weekly payments

The overdue portion of fees carries no interest charges provided the full monthly instalment is received by the due date. Our bank account number is:

02 0320 0203376 00 (BNZ, Hamilton North)

Telephone and Internet Banking:

EFTPOS: EFTPOS transactions must be carried out in person at the office.

Payment Plan In the event of you experiencing short-term cash flow problems, a payment plan to suit your specific requirements can be negotiated with the Business Manager.

Credit cards: Only Visa or MasterCard will be accepted; however a **surcharge fee of 2%** will be added to cover transaction costs where this option is chosen. Apply to office for credit card forms.

PERSONAL EFFECTS INSURANCE

Arrangement of adequate insurance cover on personal clothing and effects is the **responsibility of parents and guardians**. Where a Householder's Policy is held this may provide the necessary extension of cover, but this point should be checked with your Insurance Company. The Board of Trustees cannot accept liability for losses of personal property suffered by fire, theft or other causes. Please make certain that personal possessions are clearly marked and where appropriate, a record is made of serial numbers and that adequate insurance is held.

FEES PROTECTION INSURANCE – from 2012 this has been incorporated into Tuition fees but still applies

It will be realised that the temporary absence of a student does not reduce the School's operating expenses and that it would not be possible for the Board to make adjustments in fees to provide for minor absences. In order that New Zealand resident parents/guardians may, as far as possible, protect themselves against any financial loss suffered as a result of illness or accident to students the Board has adopted a Fees Insurance Scheme, details of which are set out below. The scheme is compulsory for New Zealand Students only and the payment is included along with each month's fees. Refer below for insurance of International students.

Cover:

The scheme provides that in all cases of compulsory absence from school of 10 or more consecutive days for any of the reasons stated below, there will be a pro rata refund of fees for the full period of absence, including the first 10 days.

The compulsory absences cover the following cases:

1. The inability of a student to return to school at the beginning of or during a term owing to illness, accident or through having been in contact with infection;
2. The inability of a day student to attend school during term time owing to illness, accident or contact with infection outside the school;
3. The inability of a boarder to attend school because the school Doctor has removed him or her for treatment which cannot be adequately given at the school;
4. The necessary closing of the school or a separate House owing to an epidemic or infectious disease;
5. The inability of a boarder to attend school because he or she is confined to the school hospital on account of sickness or quarantine. In this case, tuition fees only are remitted.
6. **No refund will be made for absences of less than 10 consecutive days.** The maximum refund for any one student in any one school year is an amount equal to six monthly installments (or half the year's fees). To eliminate claims for absence caused by organic or latent disorders; refunds during the first term of insurance only are confined to cases of infectious illness, recognised quarantine, accidents and emergency operations.

Claims:

Claims should be made in writing to the Business Manager substantiated by a medical certificate supplied by the school or family doctor.

Parents/Guardians are advised to check with the Business Manager that a claim is being processed on the return of a student to school.

