



## **ST PAUL'S COLLEGIATE SCHOOL**

### **International Students**

### **School Fees for 2023 Academic Year**

(Fees are set annually by the Board of Trustees)

#### **General Information on:**

- 2023 fees schedules
- The regulations covering the payment of fees
- Notice of Withdrawal
- Payment Options
- Refund policy
- Insurance
- Information and Payments Required
- Enquiries

**ST PAUL'S COLLEGIATE SCHOOL**  
**2023 FEES SCHEDULE FOR INTERNATIONAL STUDENTS**

<b>Enrolment Fees</b>	<b>\$800</b>
<b>Bond</b>	<b>\$1,900</b>

**International Student Fees 2023**

<b>School Fees except Year 10</b>		
	<b>Day</b>	<b>Boarder</b>
Tuition fees	45,130	45,130
Boarding fees	N/A	18,700
Lunches	2,450	N/A
Parents Association Fee	115	115
Old Collegians Fee	115	115
<b>Total Fees</b>	<b>\$ 47,810</b>	<b>\$ 64,060</b>

<b>School Fees for Year 10 only - Tihoi year</b>		
	<b>Day</b>	<b>Boarder</b>
Tuition fees	45,130	45,130
Boarding fees	9,350	18,700
Tihoi course fee	2,400	2,400
Lunches	1,225	N/A
Parents Association Fee	115	115
Old Collegians Fee	115	115
<b>Total Fees</b>	<b>\$ 58,335</b>	<b>\$ 66,460</b>

- Fees are shown in NZ dollars and include Goods and Services tax
- The bond payment referred to under the enrolment section will be repaid at the end of your child's time at St Paul's Collegiate School once all accounts have been settled.
- Tuition fees include provision for English as a Second Language Tuition.
- **Full payment in advance must be received by 30 November 2022. No prepaid discount is available.**
- For the classification of a New Zealand domestic Student refer below<sup>1</sup>.

<sup>1</sup> 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.

## 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). Disbursements are **payable within 20 days of the date of the account**.
2. 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.
3. No fee is refundable where a student does not start or does not complete a full term.
4. 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

### WITHDRAWAL PRIOR TO ENROLMENT

If an international student voluntarily withdraws prior to the start date of their enrolment, and has given one month's notice, will forfeit 10% of total annual fees and any relevant non-refundable fees set out in this policy.

If an international student voluntarily withdraws prior to the start date of their enrolment, and has **not** given one month's notice, will forfeit one terms total annual fees and any relevant non-refundable fees set out in this policy.

### WITHDRAWAL AFTER ENROLMENT

Unless otherwise agreed by the school, a refund will be provided less a minimum of ten weeks tuition fee and other any relevant non-refundable fees as outlined in this policy.

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 if 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 for breach of the Contract of Enrolment or has broken New Zealand Laws no refund will be given.
6. "The student is subject to the rules and discipline of the school. A copy of the international student Discipline Policy is available for perusal on our school website or upon request from our International Director". 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"

7. If the information provided by the family in the enrolment application is found to be in any way inaccurate the contract may be terminated, and no refund of fees given.
8. In the event of a student transferring from boarding to homestay or from homestay to boarding during the period of enrolment the finance department will work out a credit transfer. The process is as follows:
  - a. Boarding student's commitment to the boarding house is for a full academic year.
  - b. Approval must first be sought from the Headmaster and Director of International.
  - c. Student gives one terms notice and leaves existing accommodation.
  - d. The Finance department will calculate the cost of accommodation for the existing arrangement to leaving date and the cost of accommodation for the future arrangement from this same date for the balance of the accommodation period.
  - e. If applicable a penalty may be charged, and consideration given to the notice period and any other factors that may have impacted on the reason for the accommodation change.
  - f. Parents are advised through an Invoice / Statement if the net difference in charging above requires an additional payment to be made to the College.

A full copy of the Refund Policy is outlined on the International Contract of Enrolment or is available from the International Director.

#### **Estimate of other expenses:**

Medical Insurance - refer to UNI-CARE website as premium is calculated on 12 months cover – <b>indicative cost:</b>	\$620
Home-stay for boarding students - leave weekends and holidays	\$50/ night \$295/ week
Home-stay for day students (based on 45)	\$295/ week \$13,275.00/ per annum
Uniform costs for new students	\$1,800 - \$2,000
Sports levy - depends on sport	variable
NCEA Examinations per year	\$400
Scholarship Examinations (per subject)	\$102.20
Cambridge Examinations per exam	\$175.00
Evening meal for Day students - optional	\$12.50
Breakfast for Day Students - optional	\$9
Pick up/ drop off Auckland airport	\$130 each way
Guardian Fees	\$500 per term
Bedding Pack for Boarders	\$140

Please note that there may be other expenses which could be charged to a student's account. These will vary from student to student but may include:

- Boarding house trips
- International holiday trips
- Academic field trips
- School doctor
- Taxi and bus fares
- Sports levy
- Toiletries / haircuts
- Clothing labels
- Stationery
- Personal
- Music tuition
- Extra tuition

## **PAYMENT OPTIONS for 2023 FEES**

### **Cash**

Payable at the school office.

### **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.

### **Telephone and Internet Banking**

St Paul's has recently enabled parents and caregivers to make payment using these services through any of the major banks. Our bank account codes are as shown below.

### **Payment of Future Years Fees**

**Payments for more than one year in advance are welcomed and if received before 30th November 2022 will carry an exemption from any fee increases** incurred during the period for which the fees are prepaid.

**Payments may be credited direct** to the school's bank account, which is held at Bank of New Zealand, Hamilton North, New Zealand. **Swift code is BKNZNZ22 - Bank Account No: 02 0320 0203376 00**

If you are paying by direct credit, **please ensure that the student's name and family code (if already issued) are included in the particulars given.** Please also send us an email to let us know that you have transmitted the money  
(Email address: [schoolaccounts@stpauls.school.nz](mailto:schoolaccounts@stpauls.school.nz)).

## **TRANSITIONS TO DOMESTIC**

Students who enrol as international students and later qualify for the Ministry of Education subsidy will be charged domestic fees after giving one terms notice in writing.

## **WELFARE FEE FOR NZ PASSPORT HOLDERS**

For students who do not have a parent or close relative living in New Zealand and our International Department is required to organise a host family, guardian (NZ support person) and monitor their welfare, the school reserves the right to charge a \$2,500.00 welfare fee. If ESOL tuition is required, this is available for an additional cost.

#### **REFUND POLICY AND FEES PROTECTION**

<https://www.stpauls.school.nz/page/refund-policy>

#### **TRAVEL AND MEDICAL INSURANCE FOR INTERNATIONAL STUDENTS**

<https://www.stpauls.school.nz/page/insurance>

#### **ENQUIRIES**

Your **first point of contact should be to the Director of International Students, Mrs Helen Richardson** telephone +64 7 957 8843, email: [h.richardson@stpauls.school.nz](mailto:h.richardson@stpauls.school.nz)

If you have an enquiry relating to a charge to your account, please contact the Administration Office by email: [schoolaccounts@stpauls.school.nz](mailto:schoolaccounts@stpauls.school.nz) If you have an enquiry in respect to the standard fees set by the Board of Trustees, email Peter Welham, Business Manager: [p.welham@stpauls.school.nz](mailto:p.welham@stpauls.school.nz)

**Peter Welham**

**Business Manager** Telephone: +64 7 957 8827