



SELWYN HOUSE SCHOOL

2019 Business Practices & Fees



Schedule of Fees

	One-off payments \$	Per Day \$	3 Day Programme Per Week \$	4 Day Programme Per Week \$	5 Day Programme Per Week \$
Pre-school Fees					
Enrolment fees	110				
Under 3 year olds (8:30am to 3:30pm)		70	210	280	350
3 to 6 year olds (8:30am to 3:30pm) If maximum 20 ECE Hours attestation (inclusive of optional charge – refer to optional charge agreement)		44	132	176	220
3 to 6 year olds (8:30am to 3:30pm) If no attestation 20 ECE Hours		70	210	280	350
Additional Hours (per hour)	8.95				

	One-off payments \$	Annual Fee \$	10-monthly instalments \$
Primary School Fees			
Enrolment fees (on acceptance):	500		
Students transitioning from Selwyn House pre-school	110		
Years 1 & 2		13,600	1,360
Years 3, 4, 5 & 6		15,750	1,575
Years 7 & 8		17,350	1,735
Compulsory Development Levy:			
1 Daughter		850	85
2 or more Daughters		980	98

	One-off payments \$	Years 1 - 6 \$	Years 7-8 \$
International Students (paid in advance)			
Enrolment Fee	1,200		
International Student Tuition Fee		25,000	26,500
International Boarding Fee		13,500	13,500
Disbursement Bond (refunded if un-used)		2,000	2,000
Boarding			
Boarding Fee		13,500	1,350
Casual Boarding Fees Daily	95		
Other Costs			
Late payment fee - each month account in arrears	110		

The Selwyn House School Trust Board adopted the 2019 Schedule of Fees in October 2018.

BUSINESS TERMS and CONDITIONS

Setting of fees and other charges

The Selwyn House School Trust Board approves all fees and charges and may, at its discretion, alter these or the Business Terms and Conditions at any time. The applicable fees shall be those published in the Selwyn House School and Pre-school Business Practices and be available at any time from the school office. When there are more than two signatories, those signatories shall be jointly and severally liable for these fees. Existing parents will be informed in advance via email, or letter, of any changes to the fees and other charges.

Responsibility for payment of fees, other charges and conduct

The person(s) signing the application form accepts formal responsibility for the payment of all fees and charges incurred on behalf of the student(s), as approved and determined by the Trust Board from time to time. The School requires appropriate and ethical conduct during all interactions by parents and caregivers.

Communication addressed to both parents

All communication relating to the payment of fee accounts will be directed to the signatories on the application form, unless otherwise requested in writing by the signatories. Such requests shall not alter the liabilities of those signatories.

Method of payment for school fees

The mandatory method of payment is by direct debit. This method automatically transfers from your bank account the amount outstanding to the school, on the due date for payment. A direct debit authority is enclosed with the information pack and this is also available from the school's business office. It would be appreciated if your direct debit authority was completed and returned to the school's business office before your child commences school.

FEES & RELATED CHARGES

Fees

- School Fees will be invoiced monthly in advance and will be payable by direct debit on the 20th of the following month.
- Pre-school Fees will be invoiced fortnightly in advance. We will also invoice you two weeks in advance of your child starting their first week.
- School and Pre-school Fees are payable for every week of the school term, regardless of whether the child attends including Public Holidays.
- If your child will be attending Pre school during term break, they need to be booked into the holiday programme and additional fees will apply.

Additional hours & other charges (Disbursements)

Additional hours and other charges such as after school opportunities, casual days, lunches, trips, gymnastics and swimming lessons are billed monthly, in arrears.

Enrolment fee

A School enrolment fee of \$500 is payable on acceptance of enrolment.

Prepayment discounts

A discount of 3% on fees will be applied to payment if the full year's fees are received by 20 February. This is not applied to the Compulsory Development Fee.

CREDIT PRACTICE AND LATE FEES

Selwyn House School is not a credit provider

The Trust Board has directed that the school is not a credit provider and therefore cannot provide credit facilities. Accordingly, all fees billed shall be paid on the 20 of the following month from the date of issue of the invoice. After this time, fees for late payment will be applied as detailed below.

Fees for late payments

A late fee payment of \$110 per student will be charged to payments made after the due date, with a further late fee payment of \$110 per student for each month thereafter, until such time that the account is paid in full.

Credit check

The school, if it considers appropriate, has the right to make such enquiries into the credit status of the person(s) signing the application form or who is responsible for the payment of school fees and/or in accordance with any authority given to the school by such person(s).

Fee collection policy

The School's Principal and Business Manager are authorised by the Trust Board to take action, as deemed necessary, including civil process to recover unpaid fees or charges eg interest and recovery costs. Written notice of this impending action will be given to the parent(s) concerned. As a matter of course, all accounts more than 60 days overdue will be referred to a debt collection agency.

Regularity of payments and continuity of enrolment

Unless an approved fee payment scheme is in place or exceptional circumstances exist, the Principal reserves the right to refuse a student to either commence a new term or to remain at the school, while any fees or charges remain unpaid.

In cases of extreme hardship the school's fee payment arrangements and collection policies may be varied. Application for fee payment arrangements should be made, in writing, to the Business Manager.

Fees paid (non-refundable)

As a general rule, fees paid are non-refundable. Fees paid, or payable, in respect of any period of non-attendance by a student for whatever reason, will not be applied against payment of any other fees or charges, including any withdrawal fee, which may apply.

ATTENDANCE

Requirements of attendance

Enrolled students need to attend all classes, including outdoor education activities, camps and excursions, on the dates set by the school.

Notification of absence

Parents of students unable to attend school due to illness need to notify the school office before 8.30am on each day of absence.

WITHDRAWAL OF STUDENTS

Withdrawal of student or change in status (boarding to day status)

At least one term's notice in writing to the Principal is required prior to the withdrawal of a student; or a change in status from boarding to day student. In the absence of a term's notice a term's tuition/boarding fee (as applicable) is payable.

Leave of absence holding fee

Temporary leave of absence of a student for a term or more requires the prior approval of the Principal. A leave of absence holding fee is payable, as part of an approved leave of absence and is dependent on the length of leave taken. This holding fee reserves a place for the returning student.

Enquiries

Any concerns or queries about payment of fees and charges may be discussed in confidence with the Business Manager. Account enquiries may also be directed to accounts@selwynhouse.school.nz