



# **SELWYN HOUSE SCHOOL**

## **2025 Business Practices & Fees**

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*An International Baccalaureate School*

## Schedule of Fees

<b>Pre-school Fees</b>	<b>One off payments</b>	<b>3 day Programme Per Week</b>	<b>4 day Programme Per Week</b>	<b>5 day Programme Per Week</b>
	\$	\$	\$	\$
Enrolment Fee (payable on enrolment)	110			
Under 3 year olds (8:30am to 3:30pm)		258	344	430
3 - 6 year olds (8:30am to 3:30pm) If maximum 20 ECE Hours attestation		174	233	293
3 - 6 year olds (8:30am to 3:30pm) If no attestation 20 ECE Hours		258	344	430
Additional Hours (per half hour)	20.00			

<b>Primary School Fees</b>	<b>One off payments</b>	<b>Annual Fee</b>	<b>10 monthly instalments</b>
	\$	\$	\$
Application Fee (payable on application)	175		
Acceptance Fee * (payable on Offer of Place)	800		
Years 1 & 2		18,000	1,800
Years 3, 4, 5 & 6		21,500	2,150
Years 7 & 8		23,650	2,365
<b>Compulsory Development Levy (CDL)</b>			
1 Daughter		850	85
2 or more Daughters		980	98

\* An acceptance fee of \$800 is required once a place is offered. This fee provides your daughter with the benefits of a lifetime membership to the Selwyn House School Alumni Association. If the student does not take up the place, no refund is payable.

A tuition fee discount of 5% per annum is offered for your second child and 10% for the third and subsequent child when concurrently enrolled and prorated on fees actually paid. This discount is for students attending Selwyn House School only and is not applicable to siblings attending our Pre-school.



<b>International School Fees</b>	<b>One off payments</b> \$	<b>Years 1 - 6</b> \$	<b>Years 7 &amp; 8</b> \$
Acceptance Fee * (payable on offer of place)	1,550		
Tuition Fee		34,750	36,400
Disbursement Bond (refunded if unused)		2,000	2,000
<b>Other Costs</b>			
Late payment fee for each month account is in arrears	150		

The Selwyn House School Trust Board adopted the 2025 Schedule of Fees in September 2024.

## **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. Incidental school charges will also be invoiced monthly. 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 weekly, 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.
- In the event of the Pre-school losing funding due to your child breaching the MOE Frequent Absence rules, a fee may be charged.

### **Other charges (Disbursements)**

Incidental charges such as after school opportunities, casual days, trips, are billed in arrears.

### **Acceptance fee**

A School acceptance fee of \$800 is payable on acceptance of place.

### **Prepayment discounts**

A discount of 1.5% on fees will be applied to payment if the full year's primary school tuition fees are received by 20 February. This is for tuition fees only.

## **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 20th 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 \$150 per student will be charged to payments made after the due date, with a further late fee payment of \$150 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 Finance Manager are authorised by the Trust Board to take action, as deemed necessary, including civil process to recover unpaid fees or charges e.g. 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 Finance 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**

At least one full term's notice in writing to the Principal is required prior to the withdrawal of a student; or a change in status e.g. changes to Pre-school enrolments. In the absence of a term's notice a full term's tuition 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 Finance Manager. Account enquiries may also be directed to [accounts@selwynhouse.school.nz](mailto:accounts@selwynhouse.school.nz)*