Thriving Today, Changing Tomorrow.

SELWYN HOUSE SCHOOL

AND PRE-SCHOOL

2027 Business Practices & Fees

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Schedule of Fees

Pre-school Fees	Other payments $	3 day Programme Per Week $	4 day Programme Per Week $	5 day Programme Per Week $
Enrolment Fee (payable on enrolment)	110			
Under 3 yr olds (8:30am to 3:30pm)		276	368	460
3 - 6 year olds (8:30am to 3:30pm) If maximum 20 ECE Hours attestation		186	248	310
3 - 6 year olds (8:30am to 3:30pm) If no attestation 20 ECE Hours		276	368	460
Additional Hours ($7.5 per half hour)	15			

Primary School Fees	One off payments $	Annual Fee $	10 monthly instalments $
Application Fee (payable on application)	200		
Acceptance Fee * (payable on Offer of Place)	1,500		
Years 1 & 2		20,200	2,020
Years 3 & 4		23,750	2,375
Years 5 & 6		24,100	2,410
Years 7 & 8		26,500	2,650
Compulsory Development Levy (CDL) Per family		1,250	125

* An acceptance fee of $1,500 is required once a place is offered. This fee includes lifetime membership to the Selwyn House School Alumni Association. If the student does not take up the place, no refund is payable.

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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.

International School Fees	One off payments $	Years 1 - 4 $	Years 5 - 8 $
Application Fee (payable on application)	400		
Acceptance Fee * (payable on offer of place)	1,550		
Tuition Fee		41,000	44,000
Disbursement Bond (refunded if unused)		2,000	2,000

The Selwyn House School Trust Board adopted the 2027 Schedule of Fees in August 2026.

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. Please complete and return your direct debit authority to the school's business office before your child commences school.

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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. You will be invoiced two weeks in advance of your child starting their first week. Fees are payable weekly on a Monday.
- 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.

A fee of $55 per family will be charged at the beginning of each year as a Selwyn House Parents Association (SHPA) contribution.

Individual Teaching and learning support is available if required. This will incur additional charges of $36 per hour.

Acceptance fee
A School acceptance fee is payable on acceptance of place. Please refer to the Schedule of Fees for the applicable amount.

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 a student or change in status
Written notice to the Principal is required by the last day of the preceding term to change enrolment status or withdraw a student, making the following term the notice period.

For example, a withdrawal at the start of Term 1, must be submitted in writing on or before the final day of Term 3 of the previous year, making Term 4 the notice period.

In the absence of a full term's notice in writing by this deadline, a full term's tuition fee 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