



# TERMS AND CONDITIONS OF ENROLMENT

We (parents/guardians) agree that on acceptance of a place for admission of our daughter to Diocesan School for Girls, we all shall abide by the following terms and conditions of enrolment.

## RELIGIOUS TUITION AND OBSERVANCE:

- Participation in Religious Studies curriculum at all levels is compulsory.
- It is required that all students attend worship as timetabled in the school day, and Sunday and special services as they occur.

## FEES:

- All fees are stated in New Zealand dollars and are inclusive of Goods and Services Tax.
- All applications require a \$250 registration fee, at time of applying for a place at Diocesan. This fee is non-refundable.
- An Enrolment Fee is payable upon acceptance of the offer of admission to the School to secure a place. This is a separate fee and is not offset against tuition fees. This fee is non-refundable.
- Tuition fees are fixed by the Board from time to time and the School reserves the right to change fees at any time. Notice of any increase will be provided.
- All fees are due for payment upon receipt of an invoice. No statement will be issued.
- No fee is refundable where the student does not start or does not complete a full term.
- Irrespective of time away on leave, sickness or for other reasons, full fees will be charged.
- Additional costs for year level / subject specific charges will be levied. Charges for co-curricular activities, outdoor education, laptop costs, special assessment conditions, etc are charged on a quarterly basis. Subscription fees to the Diocesan Old Girls' League and Parents and Friends' Association will also be charged.

## OLD GIRLS' LEAGUE MEMBERSHIP:

- A compulsory one off payment for a lifetime membership of our alumnae association will be charged on the first invoice after starting at Diocesan.

## PARENTS AND FRIENDS':

- Voluntary membership for the Parents and Friends' Association will be charged annually on your Term 2 invoice. Should you wish to opt out of joining Parents and Friends' Association, you will need to advise the School Finance team via [accounts@diocesan.school.nz](mailto:accounts@diocesan.school.nz) during the first week of Term 1.

## BOARDING FEES:

- Boarding fees are fixed by the Board from time to time and the School reserves the right to change fees at any time. Notice of any increase will be provided.

## PAYMENT OPTIONS:

- Accounts are payable by direct debit at the beginning of each term. A direct debit form will need to be completed as part of the enrolment process.
- The fee is expressed as an annual fee and is charged on a quarterly basis, however other payment options are available.
- These are:
  - 10 monthly instalments, starting in February and finishing in November.
  - As a lump sum at the beginning of each year.
- Further details are available from the Finance Manager on +64 9 520 0221.

## PERSONS RESPONSIBLE FOR PAYMENT OF FEES:

- Payment of fees is a joint responsibility of both parents/guardians signing this form.
- We accept responsibility, jointly and severally, for the payment of the school fees which include tuition fees and any other fees and expenses required by the School.
- In cases where the parent or guardian has nominated another person as the person responsible for the payment of fees, then that other person will be responsible in addition to, and not in substitution for the parents or guardians.



# TERMS AND CONDITIONS OF ENROLMENT continued

## **ARREARS:**

- Where tuition fees remain unpaid and no arrangement has been made for their payment, then the Board of Governors may require us to remove the student from the School. Payment of all outstanding fees, as well as the next term's fees will be required, before the student will be allowed to return to School. The School reserves the right to revoke a student's place, if payment is not received.
- The School reserves the right to charge interest on overdue accounts at the rate as communicated to all fee payers from time to time.
- Unpaid accounts will incur collection costs payable by the debtor.

## **DISCLOSURE OF INFORMATION:**

- In agreeing with the Terms and Conditions of Enrolment, we declare that we are not aware of any conditions which may affect our daughter's ability to study or take full part in School activities.
- If the School subsequently discovers any undisclosed information it reserves the right to withdraw the offer of a place at the School or terminate the enrolment of the student at the School.
- If an enrolment of a student is dependent on Government funding for Special Needs and that funding is subsequently withdrawn the School reserves the right to require the parents / guardians to meet the shortfall of funding, or to terminate forthwith the enrolment of the student at the School.

## **NOTICE OF WITHDRAWAL FROM THE SCHOOL:**

- Twelve weeks' written notice of intention to withdraw the student from the School is required. This written notification must be addressed to the Principal. For withdrawal at the end of a school year, notice is required by the last day of Term 3. Fees are payable over the notice period.
- Where no notice or insufficient notice is given, a fee of up to one quarter's annual tuition fee will be charged in lieu of notice.

## **NOTICE OF WITHDRAWAL FROM INNES HOUSE:**

- Twelve weeks' written notice of intention to withdraw the student from the boarding house is required. This written notification must be addressed to the Boarding Director. For withdrawal at the end of a school year, notice is required by the last day of Term 3. Fees are payable over the notice period.
- Where no notice or insufficient notice is given, a fee of up to one quarter's annual boarding fee will be charged in lieu of notice.

## **ATTENDANCE:**

- The School requires punctual and regular attendance from all students.
- The School is to be notified of absence of any student by 8.30am on the day to the Attendance Supervisor (09) 520 9343 (Years 7-13) or (09) 520 9376 (Years 0-6).
- Prior approval for leave of the student from School during term time must be sought in writing, in accordance with school policy. It may be granted at the School's discretion. There will be no remission of fees.

## **STANDARD OF CONDUCT:**

- The student is subject to the rules and disciplines of the School.
- The School reserves the right to stand down, suspend, request the withdrawal of or expel the student from the School for any act or omission that is in breach of the rules of the School, or for any act or omission which, in the opinion of the School, justifies such action.



# TERMS AND CONDITIONS OF ENROLMENT continued

## **FEE PROTECTION INSURANCE:**

- The Board of Governors has in place a compulsory Fee Protection Scheme, which in the event of the death or terminal illness of either fee paying parent or legal guardian, provides for the payment of all tuition fees for the remainder of the student's education at Diocesan School for Girls.
- This covers the fees only and does not cover any incidental charges.
- Upon payment of the first term's fees, new parents will qualify for the scheme.
- There is no separate premium as this is included in the fee structure.
- The scheme has been provided as a benefit for parents to provide assurance that a student's education need not be interrupted by the premature death or terminal illness of a parent or guardian.
- Parents must be under the age of 70 to qualify. If over 70, please contact the Finance Manager on +64 9 520 0221 to discuss options.
- Where fees are paid by parties other than parents the School must be notified at the time of Enrolment of a place in the School.
- Refer to Q&A about Fee Protection Insurance for more information about this insurance.

## **STUDENT PHOTOS:**

- From time to time the school takes or obtains photographs of students and parents attending school events to record activities for the school's collateral, website and social media platforms. It is the school's policy that any photos for publication are either positive depictions of the children/young people/community or the photographs are taken in such a way to avoid identification. Promotional material is made available to the students, parents, guardians and wider school community. You are entitled to access your personal information at any time and correct any errors. Please advise the school if you would not like your child to be featured or if you have any concerns about publication of your child's photos.

## **USE OF AND UPDATING OF INFORMATION OR STUDENT INFORMATION:**

- Any change in the information contained in the application form should be notified to the School as soon as reasonably practical.
- We acknowledge that the purpose of the collection of this information is to provide for the education and general enhancement of the student.
- We agree that this information may be released to parties outside the School at the discretion of the School where it relates to the education, health, welfare or safety of the student or management of the School.

An emailed copy of the enrolment form signed by the parents/guardians/fee payers shall constitute a valid and binding enrolment.