

\$1,700 PER STUDENT

The Christian Schools Trust (CST) as proprietor of the school are responsible for collecting attendance dues each year to pay for provision of school land and buildings.

Attendance dues will be invoiced in late January.

Attendance dues are a compulsory charge and must be paid during the year for students to be eligible to return to school the following year.

There are three ways to pay your child's attendance dues; annual, quarterly or by payment plan.

ANNUAL

Internet banking

\$1,700 by 30 June 2025

\$50 prompt payment
discount if paid before
31 March 2025

QUARTERLY

Internet banking or
direct debit

\$425 by 31 March 2025
\$425 by 31 May 2025
\$425 by 31 August 2025
\$425 by 31 October 2025

PAYMENT PLAN

Direct debit only
February - October

\$190 Monthly
\$90 Fortnightly
\$45 Weekly

If you wish to start your direct debit
earlier, please contact Rhonda

FOR FURTHER INFORMATION RELATING TO PAYMENT OPTIONS PLEASE REFER TO PAGE 2

Thank you so much for prioritising the timely payment of your attendance dues, it is much appreciated.

FAMILY DISCOUNT There is a family discount for families with three or more children attending any CST school. Please refer to page 3.

FINANCIAL ASSISTANCE may be available in certain circumstances. Please refer to page 3.

OVERDUE ACCOUNTS must be paid within one month after the due date. If the overdue account remains unpaid, the CST may initiate debt collection proceedings and/or a process of withdrawal of enrolment of affected students. For further information please refer to page 4.

We appreciate the vast majority of our families pay their attendance dues account on time and we thank you for this.

WE ARE HERE TO HELP Please contact Rhonda Thorpe (CST administrator) as early as possible if you are unable to pay your attendance dues by the due date, email attdues@cst.org.nz or phone 03 348 9826 ext 604.

HARDSHIP FUND Can you help school families in financial hardship? For more information please refer to page 3.

PAYMENT OPTIONS

ANNUAL

Internet banking

\$1,700 per student by 30 June 2025

Prompt payment discount

\$50 can be deducted from each child's attendance dues if paid before 31 March 2025 provided there is no outstanding amount from the previous year.

Internet Banking

Name: The Christian Schools Trust

Account: BNZ 02 0874 0182984 000

Reference: use your family code as shown on statement.

Overdue Attendance Dues

If annual attendance dues payment remains overdue after 30 June then the overdue attendance dues collection process may begin. Please see page 4 for more information.

QUARTERLY

Internet banking or direct debit

\$425 by 31 March 2025

\$425 by 31 May 2025

\$425 by 31 August 2025

\$425 by 31 October 2025

Direct Debit Payment

If paying by direct debit, payments will be processed on the due dates as above or the next business day.

Overdue Attendance Dues

If any quarterly attendance dues payments are overdue at each of the above dates then the overdue attendance dues collection process may begin. Please see page 4 for more information.

PAYMENT PLAN

Direct debit only

You can choose for your payments to be processed monthly, fortnightly or weekly. Amounts shown below are per student.

MONTHLY \$190

Processed the 20th of each month
February to October

9 payments with the last payment
on 20 October being \$180

FORTNIGHTLY - \$90

Processed every second Thursday
13 February to 23 October

19 payments with the last payment
on 23 October being \$80

WEEKLY - \$45

Processed every Thursday
13 February to 30 October

38 payments with the last payment
on 30 October being \$35

Things to note:

- Statements will be emailed monthly until you have paid your account in full for the year.
- Any direct debit currently in place will automatically continue unless you advise otherwise. A direct debit will only be activated when there is an amount owing.
- If your direct debit is dishonoured then CST will notify you and a catch up payment will need to be made within two weeks. If direct debits are regularly dishonoured, the payment plan may be cancelled and quarterly payments will be required.
- If you need a direct debit form then please [click here](#). The completed form should be emailed to attdues@cst.org.nz.

FINANCIAL ASSISTANCE

The Christian Schools Trust as proprietor of State integrated schools provides education with a special character for the children of predominantly Christian (preference) families. Our ability to continue to do so is entirely dependent on the families enrolled in our schools paying attendance dues. Revenue from attendance dues is used to cover costs relating to the provision of land and buildings for our schools, which are not funded by the Ministry of Education.

The Trust operates on the basis that families who enrol their children in the school do so having considered the financial cost and are able and willing to pay attendance dues, and associated school donations and Special Character donations, for the entire duration of their child's enrolment in the school. Should a family's financial circumstances change, the Trust may have capacity to help in the short term however we do not presently have funds for significant long-term scholarships.

The Trust does endeavour to assist families who may be finding it difficult to pay attendance dues due to temporary financial hardship. The ways we may be able to provide financial assistance are set out below. We do have limited funds, so assistance is prioritised to those in greatest need, particularly where circumstances beyond a family's control, such as redundancy, sickness, accident or death, result in immediate and/or grievous financial hardship.

FAMILY DISCOUNT

There is a family discount for families with three or more children attending any CST school. This will be automatically applied to your account. The discount will be applied on a pro-rata basis to when your child starts at school.

Three children	\$100 per child
Four children	\$150 per child
Five or more children	\$200 per child

EXTENSION OF PAYMENT TERMS

An extension of payment terms may be provided where there are exceptional or extenuating circumstances relating to a family which have been advised to the CST or advised by the School to the CST.

When a family contacts Rhonda regarding an overdue account and proactively sets up an agreed payment plan that continues to be honoured and kept up to date, the CST will provide an appropriate extension of payment terms to provide the family time to catch up on any overdue balance.

FINANCIAL SUPPORT

The CST has limited funding for financial assistance and, unfortunately, we cannot help everyone who applies. Financial support is generally provided by way of discounting current year attendance dues. Such support is provided for a limited timeframe, generally a one to two-year maximum period. School families who wish to apply for financial assistance can [click here](#) to complete the form. We endeavour to assess requests for financial support in late November for the following year, but are always open to requests throughout the year if and where a need arises.

HARDSHIP FUND

If you are in a position where you are able to help other school families in financial hardship please consider contributing to our Hardship Fund. Those who wish to contribute, please [click here](#) to complete the form and donate to: The Christian Schools Trust, BNZ 02 0874 0182984 001.

Donations qualify for a 33% donation tax rebate. The CST will issue a donation receipt at the end of each tax year.

WE ARE HERE TO HELP

If you have any questions or difficulties keeping up to date with attendance dues payments then please contact Rhonda at attdues@cst.org.nz or phone 03 348 9826 ext 604.

OVERDUE ATTENDANCE DUES

If you are not going to be able to pay your attendance dues on time, then please contact Rhonda before the due date.

We understand that at times families may struggle to pay their attendance dues in a timely manner. Should you be struggling financially please contact us as early as possible so we can work together on a plan that is acceptable to the CST and achievable for you to get up to date with your attendance dues over time.

For the sake of clarity and to ensure families are clear as to their legal responsibilities to pay attendance dues, we set out below the overdue account collection process and legal authority CST is given to enforce collection of attendance dues. It is not in any way CST's desire to use these powers but, for families who, for whatever reason, have not contacted us and arranged an alternate payment plan or are not honouring a previously arranged payment plan this is the process the CST is entitled to follow.

OVERDUE ATTENDANCE DUES COLLECTION PROCESS

Attendance dues must be paid by the due date and are considered overdue if not paid by that date. Families have one month to pay any overdue amount. During this month CST will:

- Make a reminder phone call and/or send a text to your cellphone
- If still unpaid, CST will email an overdue notice and final warning to your email account
- Ongoing non-payment of overdue attendance dues will result in the CST writing a letter to the Board and Principal requesting withdrawal of place of the affected student at the end of the 2025 school year.
- CST may begin debt collection procedures using an external debt collection agency.

At each step in this process, a family has the opportunity to pay the overdue amount owed. If they cannot pay they must contact the CST and establish a payment plan agreeable to both the CST and the family to catch up on overdue attendance dues within an agreed timeframe. Should a payment plan not be arranged with the CST and the overdue account remains outstanding, the CST may begin debt collection procedures including using an external debt collection agency. All costs of collection, including debt collector fees, solicitor costs, charges and expenses will be charged to the family's account.

ATTENDANCE DUES AND STUDENT ENROLMENT

The Education and Training Act 2020, Schedule 6, section 32 states

32. Failure to pay attendance dues

(1) If a parent, or other person who has accepted the responsibility for the education of a child, has entered into an agreement to pay attendance dues and fails to make a payment, the payment is recoverable from the parent or other person in any court of competent jurisdiction as a debt due to the proprietor.

(2) In addition, a failure to make payment constitutes grounds for the principal of the State integrated school to suspend the child from attendance at that school and to remove the child's name from the school register.

(3) However, no child may be suspended and have their name removed from the school register until arrangements have been made to the satisfaction of the Secretary for the child to be enrolled at some other school.

For a student to remain at school the following year a family must pay all attendance dues by the due date in this current year. The CST do not wish to request the removal of a child's name from the school register, however as a matter of last resort, this is a legal option provided to a proprietor by the Ministry of Education to enforce payment of overdue debt.

WE ARE HERE TO HELP

If you have any questions or difficulties keeping up to date with attendance dues payments then please contact Rhonda at attdues@cst.org.nz or phone 03 348 9826 ext 604.