



## 2024 Attendance Dues \$1,700 per student

The Christian Schools Trust (CST) are making changes to the invoicing and collection of attendance dues. All attendance dues will be invoiced at the start of the year for the full year. Students who start during the year will be charged on a pro-rata basis. There are two standard payment options.

### ANNUAL

(per student)

Internet banking

\$1,700

due by

31st August 2024

### QUARTERLY

(per student)

Internet banking or direct debit

\$425 due by 31<sup>st</sup> March 2024

\$425 due by 31<sup>st</sup> May 2024

\$425 due by 31<sup>st</sup> August 2024

\$425 due by 31<sup>st</sup> October 2024

#### Prompt Payment Discount

If attendance dues are fully paid on or before 31<sup>st</sup> March then a \$50 early payment discount may be deducted from each child's attendance dues provided there are no amounts outstanding from the previous year.

#### Overdue Annual Attendance Dues Payment after 31<sup>st</sup> August

If annual attendance dues payment remains overdue after 31<sup>st</sup> August, then a process of withdrawal of enrolment of affected students is initiated by the CST and enacted by the School with effect from the end of the current school year.

Please see page 3 for further information.

#### Direct Debit Payment

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

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.

#### Overdue Quarterly Attendance Dues Payment

If quarterly attendance dues payments are overdue after 31<sup>st</sup> August the full balance owing is immediately payable. If unpaid, then a process of withdrawal of enrolment of affected students is initiated by the CST and enacted by the School with effect from the end of the current school year.

Please see page 3 for further information.

#### Things to note

1. Payments should be made to The Christian Schools Trust, BNZ, 02 0874 0182984 000.
2. PLEASE use your family code as reference when making payments (this is on your statement). This will ensure your payment is applied to the correct account.
3. Statements will be emailed monthly until you have paid your account in full for the year.
4. Payment will be considered overdue if not paid by the due date unless special payment arrangements have been put in place. Refer page 3 with regards to overdue attendance dues.
5. NEW FAMILIES – For new families who have paid a deposit, this will be applied to your account when your child starts and therefore direct debits may not start until a later date.

## PAYMENT PLAN – DIRECT DEBIT ONLY

(per student)

If you wish to be on a payment plan or any variation of the above standard options (eg. a longer payment term), we will require you to be on a direct debit. Please contact [attdues@cst.org.nz](mailto:attdues@cst.org.nz) for a form.

### Monthly - \$190

Processed the 20<sup>th</sup> of each month / February to October  
(9 payments - with the last payment on 20<sup>th</sup> October being \$180)

### Fortnightly - \$90

Processed every second Thursday / 22<sup>nd</sup> February to 31<sup>st</sup> October  
(19 payments – with the last payment on 31<sup>st</sup> October being \$80)

### Weekly - \$45

Processed every Thursday / 15<sup>th</sup> February to 31<sup>st</sup> October  
(38 payments – with the last payment on 31<sup>st</sup> October being \$35)

#### Things to note

1. Statements will be emailed monthly until you have paid your account in full for the year.
2. 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.
3. If your direct debit is dishonoured by the bank then the CST will notify you and a catch up payment will need to be made by you within two weeks.
4. NEW FAMILIES – For new families who have paid a deposit, this will be applied to your account when your child starts and therefore direct debits may not start until a later date.

## FINANCIAL ASSISTANCE

### 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 Thorpe (CST administrator) 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. Therefore, financial 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. Financial assistance is provided for a limited timeframe, generally a two-year maximum period. School families who wish to apply for financial assistance can [click here](#) to complete the form.

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](mailto:attdues@cst.org.nz) or phone 03 348 9826 ext 604.

## HARDSHIP FUND

If you are in a position where you are able to help other school families, please consider contributing to our Hardship Fund. This provides assistance to families who are encountering financial hardship. Those who wish to contribute to the CST Hardship Fund can [click here](#) to complete the form and donate to: The Christian Schools Trust, BNZ, 02 0874 0182984 001. All donations are tax deductible, and the CST will issue a donation receipt at the end of each tax year.

## ATTENDANCE DUES & STUDENT ENROLMENT

Attendance Dues are a compulsory charge made by the CST as proprietor of the school. Revenue from attendance dues is used to cover costs relating to the provision of land and buildings for our schools that are not funded by the Ministry of Education.

The CST 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 to pay attendance dues in a timely manner. 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 so please contact Rhonda as early as possible if you are unable to pay your attendance dues [attdues@cst.org.nz](mailto:attdues@cst.org.nz).

The Education and Training Act 2020, Schedule 6, section 32 states (as below) attendance dues are compulsory.

### *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 the only legal option provided to a proprietor by the Ministry of Education to enforce payment of overdue debt. Therefore, for the sake of clarity, below is our overdue debt recovery process.

### **Overdue Annual or Quarterly Attendance Dues Payment after 31<sup>st</sup> August 2024**

If annual or quarterly attendance dues payments remain overdue after 31<sup>st</sup> August, then a process of withdrawal of enrolment of affected students is initiated by the CST and enacted by the School with effect from the end of the current school year. An outline of the process for overdue amounts is as below:

- Mid September: Email and/or text reminder
- Late September: First overdue notice
- Mid October: Second overdue notice and final warning
- Late October: Letter to the Board and Principal from the CST requesting withdrawal of place of the student(s) at the end of the 2024 school year.

### **Overdue Attendance Dues Payments after 31<sup>st</sup> October 2024**

Unpaid attendance dues after 31<sup>st</sup> October, where there is no pre-agreed regular payment plan operating or such a plan is not being honoured, will result in the following process:

- Early November: First overdue notice is emailed and reminder text sent
- Mid November: Second overdue notice and final warning.
- Non-payment of total attendance dues owing by 30<sup>th</sup> November will result in the CST writing a letter to the Board and Principal requesting withdrawal of place of the student(s) at the end of the 2024 school year.

At each step in either of these processes, a family has the opportunity to pay the amount owed in full. If they cannot pay the amount, 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 will 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.

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](mailto:attdues@cst.org.nz) or phone 03 348 9826 ext 604.