



# MIDDLETON GRANGE SCHOOL

## Middleton Grange School - Important Notice - Please Read Charging of Attendance Dues

### **2023 Attendance Dues \$1,620 per pupil**

1. Attendance Dues are a compulsory charge made by the Christian Schools Trust as proprietor of the school. Revenue from attendance dues is used to cover costs relating to the provision of land and buildings for the school that are not funded by the Ministry of Education.
2. Attendance dues for each pupil are charged on a term-by-term basis, near the commencement of each term. The amount charged will be one quarter of the attendance due for the year (\$405). Pupils who start during a term will be charged on a pro-rata basis.
3. Attendance dues are due for payment immediately upon charging. Payment will be considered overdue if not made by the end of term in which attendance dues are charged unless special payment arrangements have been put in place.

In previous years some families have chosen to pay in full towards the end of the year, this option is no longer available.

4. Discount for payment of attendance dues for the full year
  - Attendance dues at Middleton Grange School are \$1,620 for the year for each pupil and parents may choose to pay attendance dues for the whole year in one lump sum.
  - Provided there are no amounts outstanding from the previous year and payment is received by 31 March 2023 a payment of \$1,570 per pupil may be made which is a discount of \$50 for each pupil.
  - As attendance dues are charged on a term by term basis, an invoice for the full year's dues is not normally issued.
  - Where a deposit has already been paid on the enrolment of a new pupil then payment may be reduced by the amount of the deposit.
5. Payment methods
  - Regardless of how you pay PLEASE use your family code (eg 1ABCD01) which is on your statement. . If you already have payments set up please check your payment reference and be sure that this is correct especially if you have had children at the school for some time as account references have changed.
  - Where a direct debit authority was in place last year it will automatically continue unless you advise otherwise. A direct debit will only be activated when there is an amount owing and it will stop as soon as that amount is paid in full. (this also applies to any new direct debits loaded in 2023).
  - Where there is an existing automatic payment in place please ensure that it is sufficient to cover payment of the full amount of attendance dues by the end of term 4.
  - The following table gives you a guide to the payment amounts that will make sure your attendance dues are cleared by the end of the school year. These are worked out on the school start and finish dates.

		<b>Monthly</b>	<b>Fortnightly</b>	<b>Weekly</b>
		(Feb to Nov 10	(Feb to Nov	(Feb to Nov
		payments)	22 payments)	44 payments)
<b>Year</b>	<b>Termly</b>	\$ 162.00	\$ 75.00	\$ 37.00
\$1,620.00	\$ 405.00			

- Payment may also be made by internet banking to account number 02 0874 0182984 000. (The Christian Schools Trust). Please include your family code as reference. Please remember that this account number is different to that used for payments for school activities and donations.

6. Any deposit paid on enrolment will be credited against the attendance due charged in respect of the first term of attendance of each pupil.

7. Payments by Direct Debit.

Where a direct debit authority is held by the Trust payments will be claimed as follows:

- Fortnightly \$75.00 per pupil fortnightly for 22 fortnights commencing on the 9<sup>th</sup> of February
- Monthly \$162.00 per pupil commencing on the 20<sup>th</sup> of February then on the 20<sup>th</sup> of each month for 10 months finishing in November.
- Term by term \$405.00 each term per pupil on 23<sup>rd</sup> February, 18<sup>th</sup> May, 10<sup>th</sup> August, and 9<sup>th</sup> November.

A direct debit payment will not be claimed where there is nothing outstanding to pay. This will generally apply to new pupils where the deposit paid covers the attendance due the first term. In this case payments will commence in the next term and dates will be advised closer to the time.

8. All invoices and statements will be sent by email unless specifically requested otherwise. Please remember to update your contact details by emailing [attdues@cst.org.nz](mailto:attdues@cst.org.nz).

If you have any enquiries regarding attendance dues please email Rhonda Thorpe [attdues@cst.org.nz](mailto:attdues@cst.org.nz) or phone 03 348 9826 ext 604.