

## Chilton Saint James School Fees and Business Regulations

The Board of Trustees and Executive Team at Chilton Saint James School make every effort to ensure that tuition fees are kept to a minimum. Fees are reviewed annually and notified to parents in December for the following year. Careful consideration is always given to all influences that affect the cost of providing an excellent level of education at the school.

### Schedule of Fees for 2018

#### Preschool Fees

Chilton Saint James Preschool offers extended opening hours (7.30am to 5.30pm), and will be open from 15 January through to 14 December in 2018, including the traditional term breaks. Payment is required for all weeks of preschool regardless of the number of weeks children attend.

#### 2 Year Olds & 3-4 Year Olds Without 20 Hours ECE

	Weekly
All Day	340
Extended Day	409

#### 3-4 Year Olds With 20 Hours ECE

	Weekly
All Day	255
Extended Day	308

The following fees are applicable for all new Preschool students as a one-off payment

Application fee	\$100
Confirmation fee	\$500 (will be credited against weekly fees)
Incidental Charges Deposit	\$100

### Primary, Middle and Secondary Fees

Fees Per Term	Years 0 - 3	Years 4 - 6
Tuition Fees	2,821	2,932
Building Levy	141	141
IT Levy	103	103
GST	460	476
Chilton Parents' Association	20	20
Total Per Term Fees	3,545	3,672

Fees Per Term	Years 7 - 8	Years 9 - 13
Tuition Fees	3,586	3,866
Building Levy	141	141
IT Levy	103	103
GST	574	616
Chilton Old Girls' Association	10	10
Chilton Parents' Association	20	20
Total Per Term Fees	4,434	4,756

The following fees are applicable for new students as a one-off payment

Application fee	\$100
Confirmation fee	\$500
Incidental Charges Deposit	\$100

#### Sibling Discount

A sibling discount of 7.5% is applied to all sets of tuition fees if two or more siblings attend Chilton Saint James School concurrently, provided that none receive a scholarship or any other form of financial assistance from the school.

### **Payment of Fees**

Fees are payable in advance. All new families to Chilton Saint James School are required to pay tuition fees by Direct Debit over eleven monthly instalments (January to November). Existing families are also encouraged to pay by monthly Direct Debit.

Payment is accepted by cash, cheque or electronic funds transfer (EFTPOS, Direct Debit), however Direct Debit is the preferred manner of payment. Credit card payments will also be accepted and will incur 3% processing fees.

No refunds will be given for non-participation in trips and activities.  
No refunds will be given when a student does not start or complete a Term.

### **Statements**

Accounts will be sent by email unless otherwise requested. Please contact [accounts@chilton.school.nz](mailto:accounts@chilton.school.nz) to request printed statements.

### **Incidental Charges and Disbursements**

Incidentals as notified are charged throughout the year. This amount will be estimated in advance and paid monthly when paying by Direct Debit. The initial \$100 deposit is credited on leaving school, less any outstanding incidentals.

### **Pre-Payment Discount**

Chilton offers a 2.5% discount on tuition fees paid in advance for the full year before 26 January 2018.

### **Overdue Accounts**

If you encounter unforeseen circumstances which impact your ability to pay fees, please get in touch with us quickly so we can assist.

If accounts remain unpaid and no agreed payment plan is in place, a penalty of 1.5% of the unpaid balance will be assessed each month.

Any and all costs incurred in the recovery of overdue fees may be added to the balance of your account, including but not limited to debt recovery charges and legal fees.

### **Privacy**

The school will use all reasonable endeavours to ensure that all personal information collected or held by the school concerning the customer is kept confidential but the customer acknowledges that such personal information may be used or disclosed to any other person including any credit or debt collection agency for credit assessment or debt collection purposes.

### **Requirements for Notice of Withdrawal**

One Term's written notice of intention to withdraw a student from Chilton must be provided to the Principal. All fees incurred over the notice period must be paid. Where no notice is given or less than one Term's notice, up to one half Term's fees will be charged in lieu of notice and are deemed to be liquidated damages.

For the withdrawal of a student at the end of the school year, notice is required before the start of Term Four.

### **Acceptance of Business Regulations**

Each person signing the Enrolment Confirmation Form will be deemed to have accepted the above terms and agreement of the Business Regulations that the Board of Trustee may amend from time to time.

Kathy Lloyd-Parker  
Principal

Mark Boyd  
Business Director

7 December 2017