**St Catherine’s College**

**Board of Proprietors**

9th



14 Upper Bourke Street, Kilbirnie, Wellington 6022

PO Box 14076, Kilbirnie, 6241

Phone 04 939 8988

Email [office@stcatherinescollege.school.nz](mailto:office@stcatherinescollege.school.nz)

Website www.stcatherinescollege.school.nz

**ATTENDANCE DUES AGREEMENT**

**This agreement is to be signed at the time of enrolment at**

**St Catherine’s College, 14 Upper Bourke Street, Kilbirnie, Wellington**

|  |  |  |  |
| --- | --- | --- | --- |
| Student’s first and middle name |  | Family name |  |
| Date of Birth |  | Telephone |  |
| Address |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Parent/Caregiver 1  First names |  | Family name |  |
| Address |  | | |
| Date of birth |  | Relationship to student |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Parent/Caregiver 2  First names |  | Family name |  |
| Address |  | | |
| Date of birth |  | Relationship to student |  |

|  |
| --- |
| **PRIVACY ACT**  Our school undertakes to collect, use and store information you provide on this form according to the principles of the Privacy Act 2020 and any subsequent amendments. The information may be provided to the Proprietor of the school or the Proprietor’s agent, the Minister of Education and the Education Review Office, and for administration purposes within the school.  I/We agree that this information can be used for the above purposes.  **PARTICIPATION IN SCHOOL PROGRAMME**  I/We the undersigned, undertake as a condition of enrolment that the above-names student will participate in the general school programme that gives our school its Catholic Special Character.  I/We agree that this information can be used for the above purposes.  **ATTENDANCE DUES**  I/We the undersigned, undertake as a condition of enrolment and attendance to pay Attendance Dues at a rate determined by the Proprietor and approved by the Minister of Education. Furthermore, I/we accept that the school can discontinue attendance of the above named student in default of this undertaking. We have read and understood the Parent and Caregiver Responsibilities section on Page 2 of this document.  Both caregivers sign for the above.  Signed:  ------------------------------------------------------------------------------------------------------------------------------------------  *(Parent/Caregiver 1) (Parent/Caregiver 2) (Date)* |

**PREFERENCE ENROLMENT**

I have signed evidence that the Proprietor has stated that the above-named student should be given preference of enrolment under criteria ………..

Signed ---------------------------------------------------------------------------------------------------------------------------------------

(Principal or Delegated Authority) (Date)

The applicant is non-preference:

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**Compulsory Attendance Dues Charges**

**Parent and Caregiver Responsibilities**

1. Attendance Dues are a compulsory payment under the terms of the Education and Training Act 2020 and a condition of enrolment at (insert name of College). Attendance Dues are charged for all students who attend Catholic Schools in New Zealand.

Attendance Dues are collected on behalf of the school’s Proprietor St Catherine’s College. The Attendance Dues are forwarded to Te Ngākau Kotahi Limited, a company established by Whānau Mercy Ministries Trust, responsible for the collection and administration of Attendance Dues. Whānau Mercy Ministries Trust has been established by the Sisters of Mercy New Zealand and is the parent of St Catherine’s College wellington Limited.

Historically (insert name of College) has been part of the New Zealand Catholic Education Office (NZCEO) network. Changes to the scheme led to the decision by the Sisters of Mercy Ministries New Zealand Trust to withdraw from the scheme and administer a new scheme for the five Mercy Colleges. This new scheme is administered by Te Ngākau Kotahi and will allow the Mercy Colleges greater and more targeted access to funding.

If you have a child already attending (insert name of College), you will need to change the existing payment arrangements that you have in place as from 1 January 2024. Currently, you will be paying the Archdiocese of Wellington. As from 1st January 2024 Attendance dues must be paid directly to **St Catherine’s College Wellington Limited 02 0108 0191929 001.** All overdue fees, prior to 1 January 2024, will continue to be collected by the Archdiocese of Wellington.

Under the Act, Attendance Dues are used for servicing and repaying loans to develop new building projects as well as paying for building insurance and compliance costs, collection and administration.

1. By signing this agreement, you accept that you will pay the Attendance Dues and that you understand that payment of the Attendance Dues is a condition of enrolment and the continuing attendance of the named student at the school.
2. The annual attendance dues cost per student for 2024 is $1,092 (inclusive of GST). Invoices for payment will be sent at the beginning of Term 1.
3. Payments should be made in full at the beginning of the year or, in agreement with the school, by instalment (weekly, fortnightly, monthly or per term) during the academic year. The Attendance dues cannot be paid in full at the end of each academic year. Attendance dues are not a donation and they are not tax deductible.
4. Financial Assistance with Attendance Dues is available to families of Preference Students in cases of genuine financial difficulties. Part of the criteria for receiving this assistance is that regular payments have been made at an affordable level.
5. Overdue accounts may be referred to a Debt Collection Agency by the Proprietor.
6. Failure to pay the Attendance Dues may put your child’s place at the school at risk.
7. The agreement is legally enforceable and the person who signs the agreement remains legally liable for payment. Responsibility for payment cannot be transferred to another person, unless they sign a new agreement accepting responsibility for payment.
8. Any civil agreements between parents do not take precedence over the legal agreement signed at the time of enrolment.
9. This agreement may not be varied or terminated by the Parent/Caregiver without the prior written consent of the Proprietor