

FINANCIAL INFORMATION

FINANCIAL SCHEDULE		
Charges (NZ\$)	Per Term	Per Year
Attendance Dues	152.50	610.00
Special Character Donation <i>(voluntary)</i>	25.00	100.00
TOTAL		710.00



ATTENDANCE DUES

Attendance dues are a compulsory payment required for students who enrol in a Seventh-day Adventist Integrated School. These dues are used to pay for property expenses including insurance and health and safety compliance. They also help cover the repayment of loans for capital work and development to ensure your child learns in a comfortable, safe and attractive learning environment.

Attendance dues are set by the proprietors of the school and are a condition of enrolment. These must be paid before a child commences attending school each term. Families who struggle to pay their attendance dues are encouraged to seek advice from the Principal, as non-payment may result in exclusion.

SPECIAL CHARACTER DONATION

Our Special Character is what distinguishes Adventist Schools from other schools. The costs involved in maintaining our Special Character are primarily funded by the Seventh-day Adventist Church; however individual donations from parents make up a crucial component of this funding.

The Special Character Donation is used to support the development of a curriculum from the context of an Adventist Christian world view. It also covers the development of resources and the ongoing training of teachers and principals for the delivery of this curriculum.

The Special Character Donation is tax deductible, allowing you to claim one third of your donation back from the Inland Revenue Department. Please request a receipt for charitable donations from the school office should you wish to make a claim.

While this donation is voluntary, we suggest the following as a guideline for donating:

- One student: \$100 per year
- Two students: \$175 per year
- Three students: \$225 per year
- Four or more students: \$250 per year



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PAYMENT OPTIONS

Option A: Payment of annual charges

(Paid at the commencement of the year)

Option B: Payment of current term's charges

(Paid at the commencement of each term)

Option C:

- 40% deposit before the end of week 1 of given term.
- Second instalment due by the end of week 5 of given term.
- Balance due by the end of week 9 of given term.

Option D: Weekly or fortnightly payments commencing the first week of term 1.

These payments are to be made using automatic banking or internet banking. Automatic payment forms can be obtained from the school administration office. It is the parent's responsibility to ensure the payment is received by the school office by the due date.

ATTENDANCE DUES SUPPORT

PNACS recognises that some families experience short term financial hardship and they do not want this to be the primary reason for students being unable to attend or remain at the school. In cases of hardship, assistance in meeting your obligations may be available. People wishing to apply will need to speak with the school principal.

UNIFORM PURCHASES

Uniform items for sale through the school are paid for at the time of purchase, and can be made using cash or eftpos. Uniform purchases cannot be added to your account.

CHANGES IN ENROLMENT STATUS

Temporary absence

No deductions from charges will be given for delays in students returning to school or for absence during the term.

Withdrawal of enrolment

Any student who leaves the school at any stage throughout the school year is required to give at least one month's notice by phone or by letter to the school Principal. The refund is the amount remaining after this one term's charges are deducted.

METHODS OF PAYMENT

School Office Hours

The school office is staffed between 8.30am and 3.30pm, Monday to Friday during the term.

Paying Accounts

School accounts can be paid using any one or more methods of payment listed below:

- In person - cash or eftpos**
- By internet banking or automatic payments**
School Bank Details:
Palmerston North Adventist Christian School
BNZ 02 0727 0042607 00
- By mail** using cheque, money order (please include the payment slip from the bottom of your statement)
- By payroll or WINZ deduction** as determined by personal employment arrangements

IMPORTANT NOTES FOR PAYMENTS

Payments made directly to the school bank account must include the child/family name to enable staff to recognise the payer and the relevant account for receipting purposes. If an identifier is not allowed by the bank from which the payment is made, then the school must be advised of details of the deposit(s).

ACCOUNT QUERIES

To enable the school office to clarify information or rectify any errors, please contact the school immediately if you have any query in relation to your account.

**Palmerston North
Adventist Christian School**

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New Zealand

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