



MATAHUI ROAD SCHOOL CHARITABLE TRUST



Parent Declaration and Agreement 2018

This agreement is between the parents/legal guardians and the Matahui Road School Charitable Trust. Please note: Where there are two parents or legal guardians both must sign this declaration.

I/we agree that on the acceptance for admission of the student/s, I/we will abide by the following terms and conditions of enrolment:

Payment of Fees:

1. I/we accept responsibility for and shall pay all fees levied by the Matahui Road School Charitable Trust;
2. Fees are as fixed by the Board of Trustees from time to time (with or without prior notice) and are available from the school office;
3. Quarterly tuition and bus fees must be paid on or before the four set dates: 20 January, 20 April, 20 July, 20 October. Set annual and monthly payment options are available on request. The Board of Trustees reserve the right to alter payment plans from time to time as required.
4. Fees and disbursements are payable by the due date of the account;
5. All fees and other monies not paid by the due date may incur interest at 1.5% per month;
6. Each parent or guardian or other person signing this form personally accepts responsibility for the full amount of all moneys payable in respect of a student/s and the cost of recovering any outstanding fees;
7. No fee is refundable where the student/s does not start or does not complete a full term;
8. Where fees remain unpaid for 90 days and no arrangement has been made with you as to their payment, then the Board of Trustees may take legal or other action, and/or may require you to remove the student/s from the school. **All costs associated with debt recovery shall be payable by the debtor.**
9. The Board of Trustees reserves the right to offer scholarships and to enter into special fee arrangements at its complete discretion;

Notice of Withdrawal

10. **One full term's notice in writing to the Principal is required** before the withdrawal of a student/s and such notice shall take effect only at the end of a term;
11. The notice required must be given not later than the end of the term prior to the term at the end of which a student/s is to leave, and **in the event that such notice is not given by the date required, then the following term's fees shall be payable;**
12. Verbal notice of withdrawal cannot be accepted;
13. The question of a student's withdrawal should always be a matter for consultation between the Principal and the parents/caregivers;
14. If parents/caregivers intend their child to leave at the end of the school year and can give more than one term's notice of their intention, this will aid greatly in the future roll planning of the school;
15. Where the student/s is required to leave the school under clause 17 below, the full fee for the term will remain payable and no refund will be given;

Standards of Conduct

16. I/we agree that the student/s is subject to the policies, rules and discipline of the school. Copies of those policies and rules are available for perusal at the school office. A copy of the school rules shall be included in the information pack provided to families on their child's enrolment. I/we agree that we will become familiar with these rules;
17. The school reserves the right to request the withdrawal of the student/s; or if necessary, to suspend or expel the student/s for any serious breach of the rules, policies or discipline of the school;

Medical Treatment

18. In the event of any accident or medical incident involving my/our child/ren, I/we authorise the obtaining on my/our behalf such medical assistance as may be required.

Acknowledgements

19. I/we acknowledge that I/we have read and understood the contents of this Agreement and are aware that it is our responsibility to make ourselves familiar with School fees and the policies and rules for discipline at the School.
20. In the event that parents/caregivers are estranged, each party will be required to sign a separate agreement;

Privacy Act 1993

21. I/we understand that I/we may access and/or correct the information given and will notify the school of any change in the information contained in the application form as soon as is reasonably practical;
22. I/we acknowledge that the purpose of the collection of this information is to provide for the administration of educational services and general advancement of the student/s and the school;
23. The information collected will be stored at school and accessed by school staff only.
24. I/we agree that this information may be released to appropriate parties outside the school at the discretion of the Principal, where it relates to the education, health, welfare, or safety of the student/s;
25. In order to comply with Ministry of Education requirements the school requires the right to request student/s records from a previous school as well as forwarding these onto another school if the student/s transfers.
26. I/we give permission to publish our son/daughter's details in the school address book.
27. **I/we give permission to publish our son/daughter's photo and/or written or art work in the school newsletter, Prospectus, school website or class blog, promotional material including newspaper/magazine articles or other school publications, or may be used for promotional activities.**

Signed: _____

Signed: _____

Full Name: _____

Full Name: _____

Date: _____

Date: _____