

# Archdiocese of Wellington

## Attendance Dues Agreement

Between

**The Roman Catholic Archbishop of the Archdiocese of Wellington, ("the Proprietor")**  
**who is the owner of \_\_\_\_\_ ("the School")**

and

**The Parents/Caregivers (Delete one)**

*Complete all sections of this form – print clearly in capital letters*

Title	First names	Surname
1.		
2.		
<b>Residential address:</b>		
<b>Post code:</b>		
<b>Daytime Phone No:</b>		<b>Cell phone No:</b>
<b>Email address:</b>		

### INTRODUCTION

1.1 The Parents/Caregivers have enrolled the following student/s at the school:

Student/s: First and middle names	Surname

**Office use only**

School number: <input style="width: 60px;" type="text"/>	Gender: <input style="width: 60px;" type="text" value="M / F"/>
Enrolment number: <input style="width: 120px;" type="text" value=" /"/>	Preference: <input style="width: 60px;" type="text" value="Y / N"/>
Existing Family number: <input style="width: 120px;" type="text"/>	Start date: <input style="width: 120px;" type="text"/>
	Year level: <input style="width: 60px;" type="text"/>

1.2 The Proprietor of the School and the Minister of Education have entered into an Integration Agreement in terms of the Private Schools Conditional Integration Act 1975 ("Integration Act"). The Integration Agreement for the School provides that the Proprietor may enter into an agreement with the Parents or other persons accepting responsibility for the education of a child providing that as a condition of the enrolment and attendance of that child at the School, the Parents or other persons shall pay attendance dues.

1.3 Attendance Dues are used by the Proprietor for servicing of school debts, insurance of school buildings and other costs as specified in the Integration Act.

**2. ATTENDANCE DUES PAYMENT**

2.1 I/We agree to pay Attendance Dues to the Proprietor as approved by the Minister of Education from time to time in terms of the Integration Act and as a condition of enrolment of the student at the School.

2.2 I/We understand that in default of payment any recovery costs will be an additional expense to me/us.

2.3 I/We understand that payment of Attendance Dues will be invoiced in full once each year payable in full or, if we choose, by quarterly instalments unless alternative payment arrangements have been made with the Proprietor or the Proprietor's agent.

**3. PRIVACY ACT 1993 - STUDENT ENROLMENT INFORMATION**

3.1 Your personal information will be collected and held by the Proprietor or the Proprietor's agent and used for administering the invoicing and collection of attendance dues. Information about outstanding dues may be disclosed to other schools at which you have children attending. This information may be used for the purposes of collecting dues, and/or assessing eligibility for any rebate or write-off.

**4. CATHOLIC SCHOOLS BOARD LIMITED**

4.1 The Proprietor has appointed Catholic Schools Board Limited ("CSBL") to administer the invoicing and collection of Attendance Dues on his behalf.

4.2 CSBL maintains a central billing and administration system for Attendance Dues on behalf of the Proprietors of Catholic Integrated Schools in the Archdiocese of Wellington.

4.3 CSBL's offices are at the Catholic Centre, 22-28 Hill Street, Thorndon, Wellington.

**5. ACKNOWLEDGEMENT**

5.1 I/We acknowledge that we have read and understand this agreement and agree to comply with the terms and conditions.

I/We agree to advise the Proprietor and/or CSBL in writing if our circumstances change.

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Signature of parent/caregiver

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Date

-----  
Signature of parent/caregiver

-----  
Date

Once completed, this form and all other enrolment information required by the Proprietor for the purposes of charging and collecting attendance dues, are to be forwarded to the Proprietor's dues collector:  
**CSBL, P.O. Box 12-341 Thorndon, Wellington 6144.**

Contact information for all enquires – Phone: 0800 462 725;  
Fax: 04 499 4804;  
Email: [office@catholicschools.co.nz](mailto:office@catholicschools.co.nz)



## What are Attendance Dues?

Attendance dues are a charge made by the proprietors (legal owners) of all Catholic schools in the Archdiocese of Wellington as a condition of enrolment and attendance of students at their schools. The parents or other persons accepting responsibility for the education of the students concerned, having signed attendance dues agreement forms, have a legal obligation to promptly pay attendance dues.

Attendance dues are not donations (and therefore, are not tax deductible) and must not be confused with school and activity fees either. The latter are charged by many state and Catholic integrated schools but are payable to the school itself.

## Collecting Attendance Dues

The proprietors of Catholic schools in the Archdiocese of Wellington have established a centralised system for charging and collecting attendance dues on their behalf. Under this system, proprietors co-operate with each other by pooling attendance dues for the common good of all proprietors and their schools.

The system is administered by Catholic Schools Board Limited (CSBL) on their behalf.

## What are Attendance Dues used for?

Our proprietors belong to a National Attendance Dues Scheme which raises loans for its members, enabling them to fund new school building work and to re-model existing school buildings. These loans are repaid from attendance dues charged and collected by member proprietors. Each year, approximately 80% of attendance dues collected on behalf of the proprietors of Catholic schools in the Archdiocese of Wellington are paid into the National scheme for that purpose.

The balance of attendance dues collected in the Archdiocese of Wellington are used to pay insurance on integrated school buildings and some other building-related costs.

## When do we pay Attendance Dues?

Your proprietor, or CSBL on the proprietor's behalf, will send you an attendance dues invoice in March each year. The invoice will show the full amount of attendance dues payable for the year but we offer you the following options for making payment:

1. You can pay the full amount by 31 March; or
2. You may pay by four equal instalments. The dates for payment of these instalments will be set out on the back of the invoice; or
3. If you prefer to pay by regular weekly, fortnightly, or monthly instalments you may do so but you must contact CSBL (see contact information below) to make the arrangement.

## How do we pay?

Attendance dues can be paid by one of the following methods;

- Automatic payment authority
  - Credit card
- If you intend to use either of these methods please complete and sign the attached payment authority.*
- Internet banking
- Please contact CSBL (see contact information below) for information on how to pay using this method.*

For 2014, suggested instalment payments are:

Frequency	Primary Student	College Student
Weekly	\$8.50	\$17.00
Fortnightly	\$17.00	\$34.00
Monthly	\$36.00	\$72.00
Quarterly	\$107.50	\$215
Annual	\$430	\$860

## CSBL Contact Information:

**Telephone:** 0800 462 725 (toll free) *Option '2' for Attendance Dues*

Ask for one of our attendance dues staff members:

Chris Fellows (Manager), Dave Willis, Christina Wilkinson or Sara Lewis.

**Email:** [office@catholicschools.co.nz](mailto:office@catholicschools.co.nz) **Fax:** 04 499 4804





