Catholic Integrated Schools

Enrolment Contract

Between

The Roman Catholic Bishop of Hamilton *(as Proprietor)*

and

Parent/Caregiver Details

First Name:

Last Name:

Address:

Town/City: Post Code:

Mobile: - -

Home Phone: - -

Email Address:

Parent/Caregiver 2 Details *if applicable*

First Name:

Last Name:

Address:

Town/City: Post Code:

Mobile: - -

Home Phone: - -

Email Address:

This is a legally binding document, please read carefully.

Student Details

Please enter the students' legal details in this section

First Name:

Last Name:

Date of Birth: d d / m m / y y y y

Gender:

Ethnicity:

Iwi:
If applicable
1.
2.

Living Situation:
- ☐ Both Parents
- ☐ Shared Custody
- ☐ Mother only
- ☐ Father only
- ☐ Other *please specify*:

Religion:

Date of Baptism: d d / m m / y y y y

Parish and town child were baptised:

Pre-School Experience:
- ☐ Kindergarten
- ☐ Playcentre
- ☐ Kohanga Reo
- ☐ Other

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Conditions of Enrolment

Attendance Dues

What are Attendance Dues?

Catholic Integrated Schools are financed partly by the government and partly through attendance dues paid by the parents'/caregivers to the Proprietor, through this office, the Catholic Integrated Schools Office (CISO). Attendance dues are not the same as school fees which are charged by the school, some of which may be a donation and is tax deductible. Attendance Dues are not a donation and are not tax deductible.

Why do we pay attendance dues?

A contract to pay attendance dues is a condition of enrolment at a Catholic School. Attendance dues are approved by the Minister of Education, as legislated for in the Education and Training Act 2020, Schedule 6 Part 30, and are a compulsory charge while enrolled. These conditions are set out in this contract and are also detailed on the invoice.

What are attendance dues used for?

Attendance dues are used to pay for land, some building work, and related costs such as maintenance, insurance on school buildings, mortgages and debt repayments on loans.

Do our attendance dues go to our local school?

Yes, but not directly. The Catholic Integrated Schools Office (CISO) on behalf of the "Roman Catholic Bishop of Hamilton" sends you a dues invoice, The dues collected are pooled and are used to meet the Proprietor's costs on all school buildings. Over time, all schools benefit.

When are attendance dues payable?

Dues are payable in full by **31 March each year**. Other payment options are explained on your invoice and may be considered in discussion with Catholic Integrated Schools Office staff.

- I/we will pay Attendance Dues as determined from time to time by the Proprietor and approved by the Minister of Education. ☐
- I/we understand that payment of Dues will be invoiced at the commencement of each school year and is payable by **31st of March** each year of enrolment in a Catholic School unless alternative payment arrangements have been made with the Proprietor or his agent. ☐
- I/we authorise the Proprietor to collect, retain and use any information for the purpose of assessing my/our credit worthiness and enforcing any rights under this contract. ☐
- I/we understand that the abovenamed student may be suspended if there is any default in payment of invoiced Dues. ☐

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I/we understand that I/we will be liable for any costs, disbursements and legal fees if we default on payment of Dues. ☐

I/we declare that I/we have no outstanding debt at any other Catholic Integrated School. ☐

The accepted form of payment is by one single payment when invoiced at the beginning of each school year. Payment is due by 31st March of each year. Alternative forms of payment can be arranged by contacting the Catholic Integrated Schools Office.

Method of Payment

We recognise the different circumstances of families and so we offer the following options for the payment of Attendance Dues. Some families prefer one account, while other families ask us to split their account for payment by more than one caregiver.

Please indicate how you would like to be billed:

☐ One account as per signatories to the Enrolment Contract

☐ Split accounts as per signatories to the Enrolment Contract
If it is a split account, both account holders need to sign this contract.

Financial Assistance

If, at any time, financial hardship is being experienced in the payment of Attendance Dues, you should contact the Catholic Schools Office, Parish Priest or Principal immediately as financial assistance is available.

Attendance dues are approved by the Minister of Education under the Education and Training Act 2020, Schedule 6, Part 30 and are a compulsory charge for attendance. Dues are not tax deductible.

Payment Options

Please contact our office to discuss monthly, fortnightly, or weekly payments which must ensure the invoice is paid in full by 31 December.

Payment Methods: Credit Card and Internet banking. More information can be found on the back of your invoice/statement.

Participation in School Programme

The applicant/s undertake as a condition of enrolment and attendance that the below named student will participate in the general school programme that gives the school its Special Character.

The Special Character of the school is defined as:

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"The school is a Roman Catholic School in which the whole School community through the general School programme and in its religious instruction and observances, exercises the right to live and teach the values of Jesus Christ. These values are as expressed in the Scriptures and in the practices, worship and doctrine of the Roman Catholic Bishop of the Diocese of Hamilton."

Parent/Caregiver – please tick:

☐ I/we have read, understand and accept the contents of the Catholic Integrated Schools Office Hamilton Privacy Policy

☐ I/we have read, understood and agreed to comply with all terms and conditions contained within this Enrolment Contract.

Signatures of parents/caregivers as per page 1 is required

Signature: Signature:

Print Name: Print Name:

Date: / / Date: / /

Existing Attendance Dues Account Number:
If known

Enrolment Details:

School to complete this section

National Student Number (NSN)

Start Date: d d / m m / y y y y

Year Level:

This applicant is enrolled with:

☐ Preference Status

☐ Non-Preference Status

School Name:

Preference Status Criteria

5.1 The child has been baptised or is being prepared for baptism in the Catholic Church.

5.2 The child's parents/guardians have already allowed one or more of its siblings to be baptised in the Catholic faith.

5.3 At least one parent/guardian is a Catholic, and although their child has not yet been baptised, the child's participation in the life of the school could lead to the parents having the child baptised.

5.4 With the agreement of the child's parent/legal guardian, a significant familial adult such as a grandparent, aunt or uncle who is actively involved in the child's upbringing undertakes to support the child's formation in the faith and practices of the Catholic Church.

5.5 One or both of a child's non-Catholic parents/guardians is preparing to become a Catholic.