

PARENT FEES AND CONTRIBUTIONS TO THE BOARD OF GOVERNORS

(inclusive of GST)

ATTENDANCE DUES	Per Instalment	Per Annum
Junior and Senior School (Years 0 to 13)	\$678.00	\$2,034.00

The Attendance Dues are a compulsory payment which is a fixed sum and is payable to the Board of Governors. The Governors are the owners of the College buildings and grounds. The Attendance Dues are used for the improvements to school buildings, meeting capital works payments and other charges associated with the buildings and grounds.

BOARDING FEES	Per Instalment	Per Annum
	\$5,166.67	\$15,500.00 incl GST

Boarding fees are invoiced in three equal instalments. The payment months are January, April and August.

BOARDING VAN LEVY

The annual boarding vehicle levy is \$585.00. This is payable in full at the commencement of each school year.

WEEKLY BOARDING

There is no concession for weekly boarding, or for periods of absence during term time.

CHANGE OF STATUS

One years written notice to the Board of Governors is required of intention to withdraw a student from the boarding house. The Board of Governors may consider extenuating circumstances in any such notice but a full year's commitment to boarding is required.

WITHDRAWAL OF A DAY STUDENT

One term's written notice to the Principal is preferred when intending to withdraw a student from the day school. Withdrawals which occur during a term will be expected to pay a portion of the attendance due which represents the time spent at school.

PAYMENT OF FEES

Attendance Dues and boarding fees are payable in January, April and August. There are three instalments in the school year.

A parent may pay fees annually in advance. If the total fees are paid prior to 31st March, a discount of 2% will be granted.

All school accounts are required to be paid in full on the 20th of the month following the date of invoice.

The preferred option of payment is by direct debit. The outstanding amount each month is paid in full on the 20th day of the month, by deducting the amount due from your bank account.

Payments can be made by:

- Automatic Payment. which you arrange yourself with your bank. Our bank account number – Westpac **03-0903-0595893-00**.
- EFTPOS by coming to the office and paying.
- Credit Card (MasterCard/Visa) by advising the finance department of your credit card details, payment will be made from your credit card on the 20th of the month.

- Internet banking – quoting your client number as the reference.

All school accounts with an overdue balance will incur interest charges.

ANNUAL VOLUNTARY DONATION (AVC) – optional

The AVC has been set at \$125.00 per pupil per month, for 12 months. The AVC is used to provide the special character elements around class size, resources, cultural opportunities, teaching support and superior resourcing of our students to maximise their education and experiences during their years at Columba College.

PARENT CONTRIBUTIONS TO THE BOARD OF TRUSTEES

INCIDENTALS DEPOSIT

This is a deposit paid when a student enters the College. It is adjusted when they move from the Junior School to Year 7. The amounts payable are as follows:

\$35.00	for Years 0 to 6 (this is increased to \$100.00 when girls enter Year 7).
\$100.00	for Years 7 to 13 day students.
\$200.00	for all boarders.
\$500.00	for all overseas students.

The deposit is refundable on the final monthly account when the student leaves the College, providing all incidental charges owing to the College have been paid in full. On conclusion of their time at Columba College many families choose to donate their incidental deposit to the Columba College Foundation, which supports the long-term vision and development of the school.

PAYMENT OF INCIDENTALS

The College manages the charges for incidentals, for example, practical materials, trips, uniform items. An incidentals account system operates for each student enrolled at the College. An itemised account is issued on a monthly basis and payment of the account is due by the 20th of the month following. A handling fee of 15% is added to most items to assist with administration costs (a schedule of current charges is available by contacting the Director of Business).

OTHER CONTRIBUTIONS

PARENTS ASSOCIATION DONATION - optional

This donation of \$40.00 per family is requested at the start of the school year. The majority of parents elect to pay this donation which may be claimed as a donation for income tax purposes within the limits set by Inland Revenue. The donation is used by the Parents' Association to assist with the funding of the equipment and resources they donate to the College.

TAX DEDUCTIBLE DONATIONS

Parents are reminded of the opportunity to make an application to Inland Revenue for a tax rebate on the voluntary monetary donations made to Columba College. These are:

Annual Voluntary Contribution	\$125.00 per student per month
Parents' Association Donation	\$ 40.00 per family per year

Any other monetary donations to the College are also eligible for tax rebate. Please contact Mrs Mel Black, (03) 467 5188 ext 812 or e-mail mblack@columbacollege.school.nz to obtain a receipt for voluntary monetary donations made to the College.

ENQUIRIES REGARDING FEES

Enquiries regarding fees may be addressed to:
The Finance Team, Columba College, Private Bag 1911, Dunedin 9054. Tel: (03) 467 5188
E-mail: mblack@columbacollege.school.nz