**Insert School Logo or Letter head here**

**SCHEDULE OF FEES AND DONATIONS – 202X**

[Insert name of School] is a State integrated school.

The [Insert name of School Proprietor] Board is the proprietor and owns all the land and buildings. The [Insert name of School Proprietor] Board provides boarding and related services to the school.

The [Insert name of School] Board is the elected governance board for the State Integrated school.

Please see below the three categories of charges: **compulsory, voluntary and charges for goods & services.** See also Ministry of Education[**information**](https://www.education.govt.nz/school/funding-and-financials/fees-charges-and-donations/)on fees, donations and charges**.**

**Compulsory charges**

1. **Attendance dues - paid to the Proprietor’s Board**

Attendance dues are a compulsory charge that must be paid by all (day students and boarders) students attending [name of school]. Attendance dues are administered by the Proprietor’s Board and provide for property and compliance costs for the integrated buildings.

**Voluntary**

All voluntary donations are exempt of GST and an annual donation receipt will be issued for donations paid.

1. **Donations – paid to the School Board**

Donations are voluntary and are only included on invoices as a form of request. They are able to be collected annually or the school can choose to collect these at regular intervals (for example, per term).

Donations are requested to fund additional resources at [Name of School].

The school board requests the following donations:

|  |  |
| --- | --- |
| General contribution | $x00 annually |

The general contribution is collected by the School Board to support the curriculum and staffing.

1. **Donations – paid to the Proprietor’s Board**

|  |  |
| --- | --- |
| Building contribution (donation) | $ xxx |
| Special character (donation) | $ xxx |

**Building Contribution -** The Proprietor’s Board is responsible for upgrading and maintaining the school’s buildings and asks for a donation to contribute to these costs.

**Special Character Donation** – [Name of school] is a school with a special character that offers a core offering of religious education to all its students. The proprietor asks for a donation to assist in meeting costs for chaplaincy services, counsellors, resources etc (add as required).

**Goods and services charges**

1. **Boarding charges - paid to Proprietor’s Board**

The following table lists the boarding related charges for 202x.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Option (# of days) boarding** | **Option (# of days) boarding** | **Full boarding** |
| Boarding charges | $xx,xxxx | $xx,xxx | $xx,xxx |
| Fee Protection Insurance (optional) | **$xxx** | **$xxx** | **$xxx** |
| **Total annual charges** | **$xx,xxx** | **$xx,xxx** | **$ xx,xxx** |

**Terms and conditions**

Our terms and conditions can be found here (insert link).

**Payment options**

[Example} Your yearly account is issued in term one and you have the option of paying the full amount or by instalments during the year (weekly, fortnightly or monthly).

Reminder notices will be issued during the year.

Payments can be made by:

Direct debit – please complete this form (insert link) and return to our office.  
Internet banking  
Deposit at any BNZ branch  
Eftpos at the school office

Our bank details are:  
XX-XXXX-XXXXXXX-XX  
BNZ North End branch, Wellington

Please include your child’s first and last name and year level on any of these payment methods.

If you have any queries regarding payment options or require further information about the fees and charges, please contact the school office.