



Attendance Dues Overview

We thank you for choosing a Catholic education for your child(ren). You have made an inspired choice. The 28 primary schools and 8 secondary schools across our diocese are vibrant communities of faith, learning and achievement.

Why do we have attendance dues?

The Catholic Church, and not the Government, is responsible for the ownership costs of the land and buildings associated with our integrated schools. These costs include purchasing land, building, and ensuring our school network meets Ministry of Education requirements, and the costs of loans and insurance.

To help meet these costs the law allows the proprietors (owners) of Catholic schools to charge parents and caregivers attendance dues for each child enrolled at one of our schools. **Attendance dues are a compulsory payment** and not a donation, therefore are not tax deductible. They are separate to school costs and are paid directly to the Diocese of Palmerston North on behalf of all the proprietors in our diocese.

Attendance dues payments are used to meet costs on integrated school buildings in the Diocese, so over time all our schools benefit.

2024 Attendance Dues charges (GST inclusive)	
Each Primary Student (Year 0 – 8)	\$508.00
Each Secondary Student (Year 9 – 13)	\$1,016.00

For all primary schools and Bishop's Colleges - St Peter's College Palmerston North, Sacred Heart College Napier, Cullinane College Whanganui and St John's College Hastings - there is also a voluntary donation of \$30.00 per child. This will be included on the annual attendance dues invoice sent in March. A donation receipt will be sent in April each year for any donations made to 31 March so that a tax rebate may be claimed for any donation amount of \$5.00 or more.

When are attendance dues paid?

The annual invoice sent in March each year shows the attendance dues charge for the year and any amounts still owing from previous years. It also includes the voluntary donation. Payment can be made in the following ways:

- Payment in full by the 31st March.
- Four equal instalments due by 31 March, 31 May, 31 July and 30 September. The donation amount will be included with the first instalment but can be paid at any time during the year.
- Regular weekly, fortnightly or monthly payments over the whole calendar year.

How are attendance dues paid?

We offer several different payment options, as shown on the back of this information sheet.

What if I can't pay?

We understand that certain situations can place financial pressure on families, and full payment may result in genuine hardship. In this situation please contact either the attendance dues team or your school or parish to talk through your situation and discuss what options are available to help.

For more information please contact the attendance dues team:

Phone: 0800 200 208

Email: dues@pndiocese.org.nz

Attendance Dues: Payment Options

We offer several different payment options, including:

1. **Internet Banking** (including bill payment and automatic payment)

Our bank account details for one off or regular payments are:

Bank: **BNZ**

Branch: **Terrace End**

Payee Name: **Diocese of PN**

Account Number: **02-0630-0237950-04**

Reference Number: **Your attendance dues account number from your invoice/statement**

2. **Credit card or Debit card** (Visa or Mastercard only)

Payment in full and one off payments can be made using our website:

www.pndiocese.org.nz/education/dues

Regular credit/debit card payments can be made either by ringing the Attendance Dues team, or by completing the tear-off slip attached to each invoice/statement sent during the year.

3. **In Person**

By cash or EFTPOS at our office between 8:30am and 4:30pm, Monday to Friday: Diocesan Centre, 33 Amesbury Street, Palmerston North.

Regular Payments

If you would like to make regular payments to spread payment of the total charge over the calendar year, we also accept weekly, fortnightly or monthly payments, by internet banking, automatic payment or credit/debit card.

The amounts for regular payments **per child** made from the **start of the year** are as follows:

	Attendance Dues Only	Attendance Dues & Donation
PRIMARY		
Weekly	\$9.77	\$10.35
Fortnightly	\$19.54	\$20.70
Monthly	\$42.34	\$44.84
SECONDARY		
Weekly	\$19.54	\$20.12
Fortnightly	\$39.08	\$40.24
Monthly	\$84.67	\$87.17

Diocese of Palmerston North**Attendance Dues Agreement
Between:**

The Roman Catholic Bishop of the Diocese of Palmerston North ("**the Proprietor**") as owner of
St Peter's College – Palmerston North ("**the School**")

And: the following "**parents or caregivers**"

Parent / Caregiver 1

Title:		First names:		Surname:	
Residential address:					
Postal Address (if different):					
Daytime Phone:				Cell Phone:	
Email:					

Parent / Caregiver 2

Title:		First names:		Surname:	
Residential address:					
Postal Address (if different):					
Daytime Phone:				Cell Phone:	
Email:					

WHO have enrolled the following student(s) at the school:

First and middle names of Student(s)	Surname of Student(s)	Start Date	Year Level	Enrolment # (School to complete)
				/
				/
				/
				/
School to Complete				
School Number:	525	Existing Family Number:		

PTO for agreement fine print and to sign

Diocese of Palmerston North**INTRODUCTION**

- 1.1 The Proprietor has entered into an Integration Agreement with the Minister of Education in respect of the school. The Integration Agreement 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 or attendance of the child at the school, the Parents or other persons shall pay attendance dues.
- 1.2 Attendance dues are used by the Proprietor to service school debt, insure school buildings and other costs as specified in the Education and Training Act 2020.

ATTENDANCE DUES PAYMENT

- 2.1 I/we agree to pay attendance dues to the Proprietor as approved by the Ministry of Education from time to time in terms of the Education and Training Act 2020 and as a condition of enrolment of the student(s) at the School.
- 2.2 I/we acknowledge that the Proprietor: (a) May increase attendance dues from time to time provided such increases are within the maximum attendance dues permitted to be charged by the Ministry of Education; and (b) is likely to review and, if necessary, increase the level of attendance dues payable to least annually.
- 2.3 I/we understand that if I/we default in paying my/our attendance dues then any recovery costs incurred by the Proprietor will be an additional expense to be paid by me/us (and will be added to the total attendance dues owing and payable by me/us).
- 2.4 I/we understand that, each year, the Proprietor will issue me/us an invoice for all attendance dues payable in respect of the student(s) and I/we agree to pay the total attendance dues payable in full by the date stipulated in the invoice unless I/we have previously made alternative payment arrangements with the Proprietor.

STUDENT ENROLMENT INFORMATION AND THE PRIVACY ACT 2020

- 3.1 The Proprietor is committed to respecting your privacy by protecting the information you voluntarily provide. The information will be held and stored securely by the Diocese of Palmerston North (DPN), which administers attendance dues on behalf of the proprietor.
- 3.2 Information entered into the DPN database is protected using industry standard technology. Information is only accessible to personnel who need access to do their work and will be used primarily for administration of attendance dues.
- 3.3 Information about outstanding attendance dues may be shared by the DPN with the Proprietors and personnel of other Catholic Schools attended by members of your family, and with their attendance dues collection agents.
- 3.4 Information voluntarily provided by you and the Proprietor may also be shared with your Parish for the purpose of supporting the student(s) formation of the faith and practices of the Catholic Church.
- 3.5 The information will not be shared with any other party without your permission.
- 3.6 You can ask for a copy of any personal information the proprietor holds about you and ask for it to be corrected if you think it's wrong. If you would like a copy of your information, or want to have it corrected, please contact DPN.

THE DPN ATTENDANCE DUES TEAM

- 4.1 The Proprietor has appointed the Diocese of Palmerston North Attendance Dues Team (the DPN Attendance Dues team) to administer the invoicing and collection of attendance dues in respect of the school.
- 4.2 The DPN Attendance Dues office is at the Diocesan Centre, 33 Amesbury Street, Palmerston North.

ACKNOWLEDGEMENT

- 5.1 I/we acknowledge that we have read and understand this agreement and agree to comply with the terms and conditions.
- 5.2 I/we agree to advise the Proprietor and/or the DPN Attendance Dues team in writing if our circumstances change.

Signature of parent/caregiver

Print Name

Date

Signature of parent/caregiver

Print Name

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, by the principal, to **DPN Attendance Dues team, PO Box 5279, Terrace End, Palmerston North, 4441.**

Contact for all enquiries: 06 350 3825 or 0800 200 208; dues@pndiocese.org.nz