



**FEES, DISBURSEMENTS AND TERMS OF TRADE  
NZ CITIZEN OR RESIDENT**

### **School and Boarding Fees**

The Board of Governors determines school and boarding fees on an annual basis (usually in the last school term) for the following year. The New Zealand student tuition and boarding fees are at: [www.rangiruru.school.nz/enrolment/school-fees](http://www.rangiruru.school.nz/enrolment/school-fees)

The fees are invoiced in 10 equal instalments from January through October, due for payment February through to November. Payment options are below.

### **Fee Payment options for New Zealand Citizens or Residents**

#### **1. Payment by Direct Debit**

Direct Debit is the mandatory method of payment to Rangi Ruru. A Direct Debit form is included in the enrolment pack and are also available from the Business Office, email: [accounts@rangiruru.school.nz](mailto:accounts@rangiruru.school.nz)

Please sign and return the form to the school. If you already have a direct debit in place, no action is required. You will receive a monthly account and will be advised when the funds will be drawn from the account. This is similar to how you might pay your telephone or power accounts; we will draw down from your account the amount due on the due date.

**Please Note: Even if you elect options 2 - 3 for the payment of the tuition and boarding fees a direct debit form is still required for disbursements.**

#### **2. Payment in full at the beginning of the year**

Alternatively, the school offers discounts for fees paid in full. Discount rates will be set and advised at the end of each year for the following year. Discounts will apply to the net fee (being the fee due after deductions such as scholarships and sibling discount).

#### **3. Credit Card**

Fees may be paid using Visa, Mastercard or AMEX but only if the full year's fees are paid by the 20th of February.

Due to the commission costs charged by credit card providers, a 2.5% surcharge will be applied if fees are paid by credit card.

**If you have any special arrangements for paying fees, for example someone else paying a portion, please contact us so that we can cater for this within our billing system.**

**Note, signatures to the enrolment are liable for the accounts both jointly and severally.**

### **Sibling Discount**

A tuition fees discount of 5% per annum for a second daughter and a 10% discount per annum for a third daughter will apply. This discount applies only while daughters are concurrently enrolled at Rangi Ruru and prorated on fees actually paid.

### **Optional Item**

The PTA family membership subscription appears on the first account in term two. This subscription is used by the PTA to support school activities and projects.

This is strictly voluntary. If you do not wish to pay then just advise the accounts office by phone or email to [accounts@rangiruru.school.nz](mailto:accounts@rangiruru.school.nz). Current parents who have already advised your permanent intentions regarding this item, will have those wishes flow through into the New Year.

## **Disbursements – Gold Sheet**

These include the charges for stationery, music fees, sports fees, canteen, and other incidentals that relate directly to your daughter's activities. For the large items, we endeavour to get your consent first as it is realised that the "extras" can add up.

Term one you will see two charges – Publications which covers Student Handbook/diary, School Yearbook and Digital Licences, which covers licences for software that students install that were previously invoiced separately. These charges are reviewed each year.

The phrase "gold sheet" is just a general term for the charging of the disbursements and relates to when they were once actually charged on a gold sheet. Disbursements will be charged and appear on your monthly account. The disbursements are shown with some brief detail on each statement. Payment is expected on receipt of each statement and no later than the 20th of the month.

We estimate that the average is around \$1,500 to \$2,000 per year but this varies dramatically depending on the activities your daughter takes part in. Speech and Drama and Music lessons are charged through the disbursement system.

## **Terms of Trade**

Tuition (inclusive of costs for school camps and leadership, and personal development offerings, included as part of the annual school programme) and boarding fees charged by the Board are to be paid by the due date together with any disbursements incurred by the student at School. Fees (unless paid in advance) are non-refundable and non-transferable. Late payment shall constitute a default, and parents shall be liable to pay the default interest on overdue amounts from the date payment falls due to the date of payment at the rate of 1.5% per month compounding, and in addition, the costs of any actions taken by the School to recover the debt. (This clause is intended to be for the benefit of and enforceable by our debt collection agency under the Contracts (Privity) Act 1982)

The school reserves the right to collect and hold personal information on the student's parents for the purposes of credit recovery and may supply any such personal information to any solicitor, credit agency, association or the like for the purposes of recovering any sum owing by parents to the School.

Accounts over \$5,000 overdue are reported in full to the Principal and may consequently be reported to the Board. Where accounts are consistently overdue and no effective repayment arrangements have been made, the student's place in the School can be forfeited.

If you have any queries regarding the payment of fees, terms of trade, disbursements or other items related to the business aspects of the school please contact the Financial Controller who would be happy to meet with you or discuss any questions you have over the phone.

## **Fees Support**

A limited number of endowment funds are available for financial hardship and fee support to parents of students. For more information on the support available contact the Financial Controller, in confidence. These funds are limited and are usually applied to assist students to complete their studies in their senior years.

Melanie Cropp  
**Financial Controller**

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