

# Pukekohe Christian School

82 Yates Road, RD2 Pukekohe, 2677  
PO Box 153, Pukekohe, 2340

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## Account Terms & Conditions

The following document describes the form of agreement between Pukekohe Christian School and the Account Holder named above, hereinafter known as the 'Account Holder', with respect to the payment of all charges, including but not limited to; Tuition Fees, Development Levy, Examination Fees, Trip Fees, Camp Fees, Book Bonds, Uniform Fees and any other charges pursuant to the above named student(s) enrolled at Pukekohe Christian School.

### 1. Contacting Pukekohe Christian School

- a) Pukekohe Christian School is located at 82 Yates Road, RD2, Pukekohe and school office hours will include any day that the school is operating between the hours of 9.00am and 3.00pm.
- b) Pukekohe Christian School's postal address for written communication is Pukekohe Christian School, P O Box 153, Pukekohe, 2340. An acceptable address for written communication in relation to the operation of an Account is by email to: [accounts@pcschool.co.nz](mailto:accounts@pcschool.co.nz)
- c) To make an appointment or discuss your Account please either, phone (09) 238 6449 or email as aforementioned.
- d) Any change to Pukekohe Christian School's contact information will be notified in advance to the Account Holder.

### 2. Account Holder Correspondence

- a) Pukekohe Christian School operates substantially using electronic correspondence. The Account Holder Email Address above will be the first point of communication in relation to all matters concerning the Account operation, Invoices charged and Account Statements.
- b) Where the Account Holder Email address fails the Account Holder Postal Address will be used.
- c) The Account Holder agrees to notify Pukekohe Christian School of any change in either Email Address or Postal Address.

### 3. School Fees Payable

- a) Tuition Fee(s), Development Fee(s) and any Family Discount(s) applicable to the above-named Student(s), will be paid in accordance with the selected Plan Terms and Conditions.
- b) Payments shall be made as per the agreed Payment Plan Option.
- c) Payments are to be made directly into the bank account of Pukekohe Christian School Trust held at the Hall Street, Pukekohe Branch of Westpac Bank, account number 030406-0616956-000 and bearing the Account Holder Reference.
- d) Invoices will be emailed or posted to the Account Holder. Statements will be sent on request.

### 4. Additional Charges

- a) Include, but are not limited to; Examination Fees, Trip Fees, Camp Fees, Uniform Purchases, Reparation Costs and any other fees incurred as a result of the above-named students' enrolment at Pukekohe Christian School.
- b) Shall be paid in accordance with the due date shown on each invoice, directly into the bank account of Pukekohe Christian School Trust held at the Hall Street, Pukekohe Branch of Westpac, account number 030406-0616956-000 and must bear the Account Holder Reference.

## **5. Overdue Account Penalty**

- a) Overdue Account balances may, at the sole discretion of Pukekohe Christian School, incur a Penalty Charge calculated as 1.5% of the balance outstanding on the last business day of each month.
- b) Overdue Account Penalty Charges must be paid within the calendar month following the month that they are charged to the Account.

## **6. Variation or Assignment**

- a) At the request of the Account Holder and at the sole discretion of Pukekohe Christian School, the Account Terms may be varied and/or assigned to another Account Holder for any reason, including but not limited to financial hardship.
- b) Any variation or assignment of the Account Terms will be notified in writing to the Account Holder and Assignee.

## **7. Account Risk Assessment**

- a) Pukekohe Christian School may, from time to time, provide information about the Account Holder and/or the Account to a credit reporting service to produce a credit check on the Account Holder. The Account Holder understands that the Credit Reporting Service will provide information about the Account Holder to Pukekohe Christian School for that purpose.
- b) Pukekohe Christian School will give the Account Holder's personal information to the Credit Reporting Service and that the Credit Reporting Service may hold that information on their systems and use it to provide their credit reporting service.
- c) Other customers of the Credit Reporting Service use the Credit Reporting service and the Credit Reporting Service may give the Account Holder information to those customers.
- d) Non-payment of school fees and or other school related costs may result in the Account Holder being asked to remove their child(ren) from the school, and any outstanding debt may be referred to a debt collector at the School's discretion. Should this occur, the Account Holder will be responsible for all collection costs, including legal and debt collection costs, as well as the overdue debt.
- e) Examination fees are paid directly to Cambridge University (UK) once the School has registered a student at the exam center. These fees are paid in advance and exam invoices to Account Holders must be paid prior to the student sitting the exam. Failure to pay the examination fee prior to the exam may result in the student not being allowed to sit the exam. Any examination fees unpaid, will be treated as per point 7(d) above. In addition, according to The Board Policy regarding fees, Cambridge certificates can be withheld by the school in the case of outstanding accounts once a student has left the school.

## **8. Account Default & Collection**

- a) At the sole discretion of Pukekohe Christian School, any outstanding balances may be referred to a debt collection agency for recovery.
- b) The Account Holder agrees and understands that all and any charges and interest incurred by Pukekohe Christian School as a result of referring your outstanding balance to a debt collection agency for recovery, will be recoverable from the Account Holder.
- c) Pukekohe Christian School will notify the Account Holder prior to referring any amounts for recover to a debt collection agency.

- d) The Account Holder understands that if the above payment obligations are not met, this constitutes a default in the Account Terms and that Pukekohe Christian School may provide information about that default to a Credit Reporting Service and that the Credit Reporting Service may give information about the default to other customers of the Credit Reporting Service.

**9. Term's Notice Fee**

- a) The Account Holder agrees to give one school terms advance notice in writing of his/her intention to withdraw any or all of the above enrolled Students from Pukekohe Christian School. Where advance notice in writing as described is not given, the Account Holder agrees to pay a Terms Notice Fee equivalent to the full Tuition & Development Fees applicable to the student withdrawn and payable within 7 days of withdrawal from school.

I (we), the undersigned, have read, understand, and agree to the above Terms and Conditions.

<b>Account Holder Signature</b>	<b>Date Signed</b>	<b>Account Holder Name</b>	<b>Date of Birth</b>

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