

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** (the School) and the **Account Holder(s)** (i.e. Parent/Guardian 1 and Parent/Guardian 2)

_____ ,
with respect to the payment of all charges, including but not limited to;

- Tuition Fees,
- Development and Maintenance Fees ,
- Family Surcharges (if applicable),
- Examination Fees,
- Stationery and Workbook Fees,
- Art Pack Fees,
- Class Trip Fees,
- Camp Fees,
- and any other charges relating to the following named student(s) enrolment at Pukekohe Christian School.

Student Name(s): _____.

1. Contacting Pukekohe Christian School

- a) Pukekohe Christian School is located at 82 Yates Road, RD2, Pukekohe.
- b) School office hours are between 8:15am and 3:15pm on any day that the school is open for tuition.
- c) Pukekohe Christian School's postal address is Pukekohe Christian School, P O Box 153, Pukekohe, 2340.
- d) Written communication relating to the operation of an Account should be made by email to:
accounts@pcs.school.co.nz.
- e) To make an appointment or discuss your Account please phone (09) 238 6449 or email
accounts@pcs.school.co.nz.
- f) Any change to Pukekohe Christian School's contact information will be communicated to the Account Holder(s).

2. Account Holder Correspondence

- a) The email address provided by the Account Holder(s) will be the first point of communication in relation to all matters concerning the Account.
- b) Where the Account Holder(s) email address fails the Account Holder(s) will be contacted by phone or the postal address will be used.
- c) The Account Holder(s) agrees to notify Pukekohe Christian School of any change in either email address, phone number or postal address.

3. Fees & Other Charges Payable

- a) Fees and other charges (as applicable) will be invoiced and emailed to the Account Holder(s). Statements will be sent on request.
- b) Invoices are to be paid by due date.

- c) Online payments are to be made into the bank account of Pukekohe Christian School Trust held at the King Street, Pukekohe Branch of Westpac Bank, account number 03-0406-0616956-00.

5. Overdue Account Penalty

- a) Overdue Account balances may, at the sole discretion of Pukekohe Christian School, incur a Penalty Charge calculated at the Westpac overdraft rate on the balance outstanding on the last 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) By agreement of the Account Holder(s) and Pukekohe Christian School, the Account Terms and Conditions may be assigned to another Account Holder.
- b) Any variation of the Account Terms and Conditions will be notified in writing to the Account Holder(s) and Assignee.

7. Account Risk Assessment

- a) Any Account with a history of unresolved debt may result in the student being prevented from re-enrolling at Pukekohe Christian School the following Term and/or any outstanding debt may be referred to a debt collector at the School's discretion.
- b) Without prior approval from the Board of Governors, failure to adhere to an agreed payment plan to pay an outstanding debt may deny the students' eligibility to continue enrolment at Pukekohe Christian School.
- c) If an Account has outstanding fees, the student may, at the School's discretion, be ineligible for Cambridge examinations until the account is paid in full.
- d) Once the School has registered a student at the Cambridge Examination (UK) exam centre, examination fees are paid by the School in advance directly to the exam centre. Examination fees are charged to the student and exam invoices to Account Holder(s) 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(a) 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 the 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(s) agrees and understands that all and any charges and interest incurred by Pukekohe Christian School as a result of referring the outstanding balance to a debt collection agency for recovery, will be recoverable from the Account Holder(s).
- c) Pukekohe Christian School will notify the Account Holder(s) prior to referring any amounts for recovery to a debt collection agency.

9. Term's Notice Fee

- a) The Account Holder(s) agrees to give one school term's (at least 3 months) 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(s) agrees to pay a Term's Notice Fee

(at least 3 months) equivalent to the full Tuition and Development & Maintenance Fees applicable to the student withdrawn.

We, the undersigned, have read, understand, and agree to the above Terms and Conditions.

Parent/Guardian 1

Account Holder Signature	Date Signed	Account Holder Name	Date of Birth

Parent/Guardian 2

Account Holder Signature	Date Signed	Account Holder Name	Date of Birth