

Interpretation of Financial Schedule.

To assist you in interpreting the Financial Schedule of Eden Christian Academy (the "School"), we offer the following explanation:

Acceptance/Enrolment Fee:

- A non-refundable acceptance/enrolment fee is payable by students and their families to secure a student's enrolment in the school.

Annual Tuition Fees:

- Tuition fees are the amount payable by students and their families to the School.
- These fees are compulsory and paid one term in advance, unless other arrangements are authorized i.e. monthly direct debit or automatic payment (by special arrangement only).
- These fees represent the budgeted costs for:
 - The operational costs of the School;
 - The lease rental of the land and buildings; and
 - All compliance costs.

Commitments:

- The budgeted costs are towards the lower end of the scale and leave little room to move.
- It is expected that tuition fees will increase slightly each year to cover the costs of inflation and staffing levels.
- Once a student is enrolled in the school, the Board of Directors of the School has to make provision for that student with all costs related to such provisioning. As the School commits to provide for each student's education, each student and their families must commit to the School by paying the tuition fees and all other fees and contributions required by the School to be paid.
- If the families of students are struggling financially and/or the families of students are considering withdrawing a student from the School, please advise the Principal so support can be provided if possible.
- One term's notice (Being 10 school weeks) is required if a family is withdrawing a student from the School.
- Failure to give this notice will result in the tuition fees and all other fees and contributions required by the School being charged for the period of time the School should have been given notice of a student's withdrawal from the School.
- The government contributes a small amount towards the operational costs of the School on a per student basis upon completion of the enrolment of each student in the School.

Eden Development Contribution:

- The Eden Development Contribution (“EDC”) is required to:
 - Provide for the School’s future which will include but not be limited to facilities, resources, equipment and materials.
- The amount of the EDC which is a donation to the School all students and their families are legitimately expected to pay can vary from year to year.
- The School is registered with the Charities Commission and the donation is therefore tax deductible.

Discounts:

- The School offers the following discounts on tuition fees only:

First child:	No discount
Second child:	5% discount
Third child:	10% discount
Fourth child or subsequent children:	15% discount

(For the purposes of discounts, the oldest child is the first child, and so forth.)
- Full fees apply to senior students (Year 11+) irrespective of the number of subjects taken.

Other Charges:

- **Book bond:**
 - A refundable book bond is payable by Year 7 -13 students and their families for the provision of textbooks.
 - The book bond covers the cost of loss or damage, other than the usual wear and tear.
 - Either the full or partial book bond is refunded at the end of the student’s school career or when leaving the School, depending on the condition of the textbooks.
- **Extra-curricular:**
 - The Board of Directors is committed to provide appropriately for the extra-curricular needs and requirements of the School.
 - Students and their families will have to bear all costs related to student’s extra-curricular activities including sporting and cultural activities, camps, trips, music, speech, dance and drama. (Also technology for students in Years 6-9 only).
 - Extra fees, contributions and charges for extra-curricular activities can sometimes make up a significant portion of a term’s invoice from the School and families should plan accordingly.
 - Additional costs for activities and disbursements will be charged to each student’s account with the School, for settlement on a monthly basis.
- **Surcharge – Senior Sciences, Art and Design:**
 - A surcharge per subject per year is payable by students and their families who choose Biology, Chemistry, Physics or Art and Design in Year 10 – 13.
 - The surcharge covers the cost of chemicals and printing.

- **Transport:**
- A transport fee is payable by students and their families who choose to make use of the official school transport.

Further costs:

- **Stationery:**
- Students and their families will receive a stationery list with stationery needed for the following year.
- The School will cover the cost of the student's diary. If this is lost during the year, parents will need to cover the cost of any replacement.

- **Uniform:**
- Students and their families must ensure that students wear the correct School uniform at all times.
See Uniform Information.

- **Cambridge external examination fees:**
- External examination fees for the June and November examinations respectively, are set by the University of Cambridge and can vary from year to year.
- All examination fees must be paid in full before a student's examination entries will be processed by the School.

General comments:

- Tuition fees, the EDC and all other fees and contributions invoiced by the School are payable on a term by term basis, in full, before the first day of the second week of each term.
- It is possible for students and their families to make all payments due to the School by direct debit or automatic payment (by special arrangement only), payable on or before the 5th of each month. These payments will include tuition fees and the EDC.
- All other legitimate costs (sundry costs), contributions and charges invoiced by the School must be paid on or before the 5th of each month.

Invoices:

- The School will issue a statement of account on a monthly basis.
- One statement per family will be issued with each student in the family's cost itemized.
- All payments are to be made in accordance with each invoice.

Late payments:

- The School may charge interest on overdue balances.
- In extreme circumstances overdue balances may be referred to a debt collection agency. In such an instance, all collection costs will be recoverable from the addressee of the relevant invoice.

Financial Assistance Fund:

- Parents, friends and family of students may consider sponsoring a student or contributing to the Financial Assistance Fund of the School.
- All interested parties must please communicate their kind offers to the Principal of the School at willem.eca@xtra.co.nz
- Limited financial assistance may be available to families in situations of financial hardship.
- All applications for financial assistance are received and considered by the Board of Directors.
- Financial assistance is only granted in cases where genuine hardship is evident.
- The Financial Assistance Policy and application forms are available from willem.eca@xtra.co.nz

Notification of Student withdrawal:

- If the families of students are struggling financially and/or the families of students are considering withdrawing a student from the School, please advise the Principal so support can be provided if possible.
- One term's notice (being 10 school weeks) is required if a family is withdrawing a student from the School.
- Failure to give this notice will result in the tuition fees and all other fees and contributions required by the School being charged for the period of time the School should have been given notice of a student's withdrawal from the School.