



ENROLMENT - PAYMENTS & CONTRIBUTIONS

In order for the Trust to offer and maintain a quality Montessori education, parents pay a resources contribution of \$660.00 per term per child (payable in advance by automatic payment). In addition to this, a one off initial donation is payable once a child has been accepted at the school. This is a tax deductible donation of \$1,125.00. A non refundable application fee of \$50.00 is payable on lodgment of the enrolment application form to cover administration costs. A bond equal to one term's resources contribution is paid prior to the child's first term which covers the child for their final term's resource contributions.

The resources contributions pay a portion of teacher's salaries (the balance being paid by the Ministry of Education), they pay for teachers Montessori training and development, for the purchase and maintenance of Montessori resources, for other classroom equipment, for the Trust's administration, financial and legal costs, for marketing and promotional costs and for MANZ membership. (MANZ is the national organisation representing and promoting Montessori in New Zealand). The Trustees are volunteers and are unpaid officers.

The terms and conditions for all payments are set out in a contract for services which all parents must sign once their child has been offered a place at Howick @ Montessori Primary. This contract clearly sets out parental obligations with regards to payments as well as other conditions of attendance at Montessori @ Howick Primary.

Enrolment Application Fee

A completed enrolment application form must be accompanied by a (non-refundable) application fee of \$50.00 (including GST). Failure to include this fee with your enrolment application form makes the application invalid. Note – payment of this application fee does not automatically guarantee a place in the Montessori class.

Initial Donation

This donation is payable in the term preceding your child starting at school. Upon a written offer of a place by the Trust, a one-off, non-refundable donation of \$1,125.00 (including GST) is payable. The donation must be paid within one month of accepting the position offered for your child to join Montessori @ Howick Primary. Failure to pay the donation within the given time will be deemed a decline of the position offered. The available place will be offered to the next eligible family.



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Notice of Withdrawal

In the event of notice of withdrawal prior to, or within the first five weeks of the child's term of commencement, the \$1,125.00 donation paid at the time of acceptance will be refunded only at such time as a replacement child deemed eligible by the Trust has been accepted to start and has paid his/her donation. A further condition to a full refund is that the original receipt given at the time of payment of the \$1,125.00 donation needs to be returned to the HPMA Trust. If you have already presented this to IRD for tax purposes, HPMA cannot refund the donation, due to our charitable trust status.

Bond

A bond equal to one term's resources contribution of \$660.00 (including GST) is payable 2 weeks prior to your child starting at school. Following your notification in writing of your child's final leaving date from the Montessori class, this bond will be used as your child's resource contribution for his/her final term in the Montessori class. Notice of withdrawal must be given a minimum of one full term in advance. In the case of withdrawal without the required one full term's notice, the bond will be used for the term following departure, in lieu of proper notice being given.

Resources Contribution

Each term there is a resources contribution of \$660.00 (including GST). This payment is to be made to the HPMA Trust by automatic payment direct into the HPMA Trust bank account. Payment of \$220.00 (including GST) may be made monthly. Alternatively payments of \$110.00 (including GST) may be made fortnightly or a payment of \$55.00 (including GST) weekly. An authority for automatic payment is to be submitted with the signed Contract for Services. This automatic payment authority is re-signed at the beginning of each school year.

Howick Primary School Donation

An annual (tax deductible) donation of \$180.00 is requested by Howick Primary School and is payable in full or in part payments at the School Office.

Contract for Services

Once your child has been accepted at Howick @ Montessori Primary you will be required to sign a contract for services which details payments to be made and conditions of attendance at Montessori @ Howick Primary. Every place in the Montessori unit is reviewed at the end of each year and is dependent on adherence to the contract for services.