



PAYMENTS & CONTRIBUTIONS

Administration Fee

An initial administration fee of \$50 is payable on lodgement of the enrolment application form.

Initial Payment

Once a child has been accepted at Montessori @ Howick Primary a once off initial payment of \$1150.00 will have been paid. This fee must be paid within one month of accepting the position offered for your child to join Montessori @ Howick Primary. Failure to make the initial payment within the given time will be deemed a decline of the position offered. The available place will be offered to the next eligible family.

Bond

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. 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.

Resources Contribution

In order for the trust to offer and maintain a quality Montessori education, parents are required to pay a resource contribution of \$846.00 per term per child each term (payable in advance by automatic payment).

Payments options (all options are GST inclusive)

Per term	\$846.00
Monthly	\$282.00
Fortnightly	\$141.00
Weekly	\$70.50

An authority for automatic payment is to be submitted with the signed Contract for Services.

The resources contributions pay a portion of teacher's salaries (the balance being paid by the Ministry of Education), Montessori teacher training and development.

In addition, the HPMA trust requests an optional donation of \$60 per term per family to be used specifically for teacher training. This allows the trust to purchase and maintain our Montessori resources, classroom equipment, Trust's administration, financial and legal costs, 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.

If you opt to pay this donation it can be included in your automatic payments and the new totals will be as follows:

Payments options including Teacher Training Donation (all options are GST inclusive)

Per term	\$906.00
Monthly	\$302.00
Fortnightly	\$151.00
Weekly	\$75.50



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Howick Primary School Donation

An annual (tax deductible) donation of \$220 is requested by Howick Primary School and is payable in full or in part payments at the School Office. There is an additional annual activity fee payable of \$60 (Junior) or \$75 (Middle & Senior).

Please see Howick Primary School Office staff to make payment – This payment must be made directly to the Howick Primary School and not the Montessori Trust

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 \$1,150 initial payment 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 initial payment.

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.

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. Please return this document to the enrolment officer via the teacher.

Summary of Payments to Howick @ Montessori Primary	
Administration Fee:	\$ 50.00
Initial Payment:	\$ 1150.00
Bond:	\$ 846.00
Resource Contribution:	\$ 3384.00 (Annual)
Teacher Training donation (optional):	\$ 60.00 (Per term)

Bank account details: 01-1837-0013369-00 - ANZ, Sylvia Park

For any queries relating to Payments to Howick @ Montessori Primary please contact:

Alice Cheng – Treasurer (treasurer@montessorihowickprimary.school.nz)

Summary of Payments to Howick Primary School	
Donation (Tax Deductible):	\$ 220.00
Activity Fee:	\$ 60.00 (Juniors) or \$75 (Middle & Seniors)

Please see Howick Primary School Office staff to make payment – This payment must be made directly to the Howick Primary School and not the Montessori Trust