



# Attendance Dues Overview

*We thank you for choosing a Catholic education for your child(ren). You have made an inspired choice. The 28 primary schools and 8 secondary schools across our diocese are vibrant communities of faith, learning and achievement.*

## **Why do we have attendance dues?**

The Catholic Church, and not the Government, is responsible for the ownership costs of the land and buildings associated with our schools. These costs include purchasing land, building and maintaining our school network to Ministry of Education requirements, and the costs of loans and insurance.

To help meet these costs the law allows the proprietors (owners) of Catholic schools to charge parents and caregivers attendance dues for each child enrolled at one of our schools. Attendance dues are a compulsory payment and not a donation, therefore are not tax deductible. They are separate to school costs and are paid directly to the Diocese of Palmerston North on behalf of all the proprietors in our diocese.

Attendance dues payments are used to meet costs on all school buildings in the Diocese, so over time all of our schools benefit.

<b>2019 Attendance Dues charges (GST inclusive)</b>	
Each Primary Student (Year 0 – 8)	<b>\$447.00</b>
Each Secondary Student (Year 9 – 13)	<b>\$894.00</b>

From 2019 onwards, for all primary schools and Bishop's Colleges - St Peter's College Palmerston North, Sacred Heart College Napier, Cullinane College Whanganui and St John's College Hastings - there is also a **voluntary donation of \$30.00 per child**. This will be included on the annual attendance dues invoice sent in March. A donation receipt will be sent in April each year for any donations made to 31 March so that a tax rebate may be claimed for any donation amount of \$5.00 or more.

## **When are attendance dues paid?**

The annual invoice sent in March each year shows the attendance dues charge for the year and any amounts still owing from previous years. It also includes the voluntary donation. Payment can be made in the following ways:

- Payment in full by the 31<sup>st</sup> March.
- Four equal instalments due by 31 March, 31 May, 31 July and 30 September. The donation amount will be included with the first instalment, but can be paid at any time during the year.
- Regular weekly, fortnightly or monthly payments over the whole calendar year.

## **How are attendance dues paid?**

We offer a number of different payment options, as shown on the back of this information sheet.

## **What if I can't pay?**

We understand that certain situations can place financial pressure on families, and full payment may result in genuine hardship. In this situation please contact either the attendance dues team or your school or parish to talk through your situation and discuss what options are available to help.

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**For more information please contact the attendance dues team - Marcy, Susan and Mark:**

**Phone:** 0800 200 208

**Email:** [dues@pndiocese.org.nz](mailto:dues@pndiocese.org.nz)

**PTO for Payment Options**

## Attendance Dues: Payment Options

We offer a number of different payment options, including:

### 1. Internet Banking (including bill payment and automatic payment)

Our bank account details for one off or regular payments are:

Bank: **BNZ**

Branch: **Terrace End**

Payee Name: **Diocese of PN**

Account Number: **02-0630-0237950-04**

Reference Number: **Your attendance dues account number from your invoice/statement**

### 2. Credit card or Debit card (Visa or Mastercard only)

Payment in full and one off payments can be made using our website:

[www.pndiocese.org.nz/education/dues](http://www.pndiocese.org.nz/education/dues)

Regular credit/debit card payments can be made either by ringing the Attendance Dues team, or by completing one of the following forms and sending it to us by post or email:

- Form C: Credit/Debit Card Payment Form (available from our website)or;
- The tear-off slip attached to each invoice/statement sent during the year.

### 3. Cheque

Please make all cheques payable to the **Diocese of Palmerston North** and **post to:**

Diocese of Palmerston North, Attendance Dues Team, Private Bag 11-012, Palmerston North 4442.

### 4. In Person

By cash, cheque or EFTPOS at our office between 8:30am and 4:30pm, Monday to Friday: Diocesan Centre, 33 Amesbury Street, Palmerston North.

## Regular Payments

If you would like to make regular payments to spread payment of the total charge over the whole calendar year, we also accept weekly, fortnightly or monthly payments, by internet banking, automatic payment or credit/debit card.

The amounts for regular payments **per child** made from the **start of the year** are as follows:

WEEKLY	Attendance Dues only	Attendance Dues & Donation
Primary	\$8.60	\$9.18
Secondary	\$17.20	\$17.77

FORTNIGHTLY	Attendance Dues only	Attendance Dues & Donation
Primary	\$17.20	\$18.35
Secondary	\$34.39	\$35.54

MONTHLY	Attendance Dues only	Attendance Dues & Donation
Primary	\$37.25	\$39.75
Secondary	\$74.50	\$77.00