



New Plymouth Girls' High School

Te Kura Taitamawāhine o Puke Ariki

Date: October 2023

Scotlands Hostel - Boarding Agreement 2024

Student Name: _____ Year Level: _____

Full Board \$13,750.00 per year (GST inclusive)

Boarding fees are set annually at a level needed to maintain an appropriate standard of provision for all students. There is no extra charge or rebate for those who do or do not stay seven nights per week. There is no concession for students away on school activities, choosing not to remain at the hostel during NCEA examinations, on suspension/stand down for disciplinary matters, or other similar events. In the event of closure of the hostel for medical reasons, a pandemic or other events beyond our control, the Board will consider if a rebate is possible, but this is not guaranteed. In all cases, the Board reserves the right to retain all, or part of the fee paid.

The fee for your child to board at Scotlands Hostel in 2024 is \$13,750.00 (incl. GST).

Bond

A bond of \$1,500.00 is required to confirm the hostel place and will be held in a hostel bond account. This is only paid once when first joining the hostel. An invoice for the bond will be issued on acceptance of an offer and must be paid by 1 December in the year prior to starting at the hostel. If enrolling after this time, payment of the bond must be made within 14 days of an offer, or a week before joining the hostel, whichever occurs first. This amount will be deducted, less outstanding fees and expenses, from your final account at the end of your child's final year or on leaving the hostel. It is non-refundable in the event of an early withdrawal.

Payment process

One invoice will be sent for the full year's fees, with reminder emails sent prior to each payment deadline.

Please choose your preferred payment option. Please note that if paying by instalments there is a small administration fee included in the instalment amount.

	Full Boarding Fee <i>or if still waiting on confirmation of MoE Boarding Allowance</i>	With MoE Multiple Barriers Boarding Allowance (Currently \$8,500)	With MoE Access Barriers Boarding Allowance (Currently \$4,000)
One payment	\$13,750.00	\$5,250.00	\$9,750.00
Three instalments	\$4,590.00	\$1,756.67	\$3,256.67
18 fortnightly	\$766.67	\$294.44	\$544.44

- One payment, payable by 25 January 2024
- Three instalments, payable 25 January 2024, 16 May 2024 & 19 September 2024
- 18 consecutive fortnightly instalments, beginning 25 January 2024 and with the final payment on 19 September 2024

If paying by instalments or fortnightly payments, please set up online payments to ensure boarding fees are paid in advance.

For boarders who enrol after the beginning of the school year, first payment will be due one week prior to the beginning of boarding with an option from the above chosen to ensure boarding fees are paid in advance.

Please note, a recovery process will take place if payments are not received in the manner stated above. If payment is not received in line with the option selected above, we will:

1. Email a reminder invoice
2. Email final notice, requiring payment within 5 days
3. Refer the amount owed to debt collection services, including recovery costs.

If payment of fees is not received within the final notice allocation time, your contract is in breach, and the student's placement in the hostel will come to an end.

Boarding Allowance

If your child is eligible for a Ministry of Education boarding allowance, this will be paid directly to the school.

Please provide a copy of the letter confirming your application has been successful. The amount of the boarding allowance will be applied to your daughter's boarding fees on receipt of the Ministry payments, and you will be invoiced for the remaining amount according to the payment option you have chosen above.

Incidentals

Hostel related costs such as taxi and shuttle charges, some medical appointments, pharmacy and other individual costs can be charged to the students account but must be paid immediately upon invoice. School related costs charged to boarder accounts must also be paid upon invoice. This includes but is not limited to sport subscriptions and uniform costs. All other hostel incidentals must be covered by the student themselves. Examples of these incidental costs include purchasing items at the school café, spending money, hostel extra-curricular activities or activities with friends.

Notice

If at any time you choose to withdraw your child from Scotlands Hostel before the end of the school year, one full school term's notice is required. If this is not provided, one term's fees will be charged in lieu of notice.

An email must be sent to the Principal of the school, principal@npghs.school.nz giving notice that you are withdrawing your child. Without an email to the Principal, the Board may take the notice date from the student's last day of enrolment at school.

If your child is not returning for the following year, we appreciate notice as early as possible, preferably by the end of Term 3. This enables us to offer the place to a new boarder for the following year.

Boarding fee rebates for students leaving before the end of the school year will only be considered in exceptional and/or unforeseen circumstances and the Principal will make this decision. If you disagree with this decision, you can ask the Board to review it. Year 12 or 13 students who board at Scotlands in Term 3, are also charged for Term 4. It is not usually possible to give a term's notice at the start of Term 3 in your child's Year 12 or 13 year.

Students on suspension or stand-down will be charged in the usual way. In the event a student is excluded or expelled from the hostel there will be no refund of the boarding fee and a minimum of one term's fees will be retained or charged.

Annual Review

Contracts are reviewed annually at the sole discretion of the NPGHS Board and families will be informed in writing of all changes at the time of signing the agreement for the following year.

Account details

TSB Bank, Centre Branch, New Plymouth - 15-3953-0478234-00
Please include student's initial and surname and invoice number.

Acceptance

We/I would like our daughter to be a full-time boarder at Scotlands Hostel for the duration of the school year and accept the terms of this fees agreement for 2024. We/I have also read the [Scotlands Hostel Handbook](#) and agree to support the expectations and processes outlined.

Parent/Guardian Name/s: _____ Date: _____

Signature/s: _____

Please keep a copy of this agreement for your records and return a signed copy to accounts@npghs.school.nz

IMPORTANT CHECKLIST FOR ALL BOARDERS:

Please check the following have been provided to the school as these are required **before** your child can move into the hostel for the year.

- A completed and signed copy of this contract, returned to scotlands-accounts@npghs.school.nz
- Payment option on Page 1 selected
- Letter from MoE confirming boarding allowance application sent to scotlands-accounts@npghs.school.nz if applicable
- First instalment paid
- \$1,500 Bond paid (only payable in the first year your daughter joins the hostel)