



Pre-school Conditions of Enrolment

1. PRE-SCHOOL FEES

Fees and all other accounts are due and payable by the last business day of month following monthly statement date. The College reserves the right to charge interest on overdue accounts. This interest will be set at the rate 5% above the overdraft rate set by the College bankers on the College's current account. It will be calculated from the date payment is due until the date the payment is made. The College reserves the right to review fees and will notify changes accordingly. Where accounts remain unpaid and no arrangement has been made as to their payment, the College may require the removal of the child from the Pre-school. The College has the right to recover all reasonable fees, legal expense and collection costs if it becomes necessary to engage a collection agency or Solicitor to obtain payment of an overdue account. No fees or other costs will be refundable where the child does not start or does not complete the full month.

2. NOTICE OF WITHDRAWAL FROM THE PRE-SCHOOL

One month's written notice of intention to withdraw the child from the Pre-school is required and all fees and other costs incurred over the notice period must be paid. Where no notice is given, one month's fees will be charged in lieu of notice.

3. ATTENDANCE

The Pre-school requires regular attendance for the times and days booked and children need to be signed in and out of Pre-school each day. Please advise the Pre-school if your child will be absent.

4. INTEGRITY OF THE PRE-SCHOOL AND COLLEGE

The Pre-school and College will always have regard to the interests of the College, Pre-school and students as a whole, as well as the interests of any individual. The College has the right to require the withdrawal of a child, where in the opinion of the College it is reasonable to do so.

5. USE AND UPDATING OF INFORMATION OR STUDENT INFORMATION

The parent and guardian will notify the Pre-school of any change in the information contained in the enrolment form as soon as is reasonably practical. This information, and other information held or acquired by the Pre-school may be shared with staff of the Pre-school and where applicable with College staff.

Information relating to the child's education, health, welfare or safety may be required by law to be released to parties outside the Pre-school such as government departments (e.g. Ministry of Education and Ministry of Health). The Pre-school will not otherwise disclose this information to outside parties without your authorisation.

We accept these conditions of enrolment and agree to abide by them:

Date:

Full name: _____

Full name: _____

Parent / Guardian signature: _____

Parent / Guardian signature: _____