



# CARNCOT INDEPENDENT SCHOOL

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## APPLICATION FOR ADMISSION

### Student's Details

Student's full name:	Known as:
Address:	Date of Birth:
	Ethnic background:
Language:	Iwi:
Place of Birth:	Nationality:
Medical conditions:	Current pre-school/school:
	Current year level:
Emergency contact name (other than parent):	<b>Intended date of commencement:</b>
Emergency contact phone/cellphone:	Intended level of commencement:
	Name and House of present or past siblings:

### Father's Details

Father's full name:	Address
Home phone:	
Business phone:	Home fax:
Mobile:	Email:
Work place:	Occupation:

### Mother's Details

Mother's full name:	Address
Home phone:	
Business phone:	Home fax:
Mobile:	Email:
Work place:	Occupation:

### Name & Address for Accounts:

Name:	Address

### Fees

**I/We undertake to pay the school fees by direct debit payment within the first two weeks of the commencement of each term. I/We have read, understood and accept the Terms & Conditions overleaf.**

### Both Parent's Should Sign:

Parent/Guardian:	Date:
Parent/Guardian:	Date:

# CARNCOT INDEPENDENT SCHOOL TERMS & CONDITIONS

## ENROLMENT FEE

An enrolment fee is payable upon acceptance of a place offered at the School, and is non-refundable.

## BOND

A bond is payable upon confirmation of acceptance. This is refundable when the student leaves the School, and all fees and other costs have been paid in full.

## SCHOOL FEES

Fees are reviewed annually by the Trust Board, and caregivers are notified accordingly. The Schedule of Fees for the current year is available on the school's website.

## PAYMENT TERMS

For enrolments initiated after 2011, term fees are payable in advance by direct debit, within the first two weeks of the commencement of each new school term. Written notification will be sent no less than ten (10) calendar days prior to the direct debit due date.

## REVIEW OF FEES AND OTHER CHARGES

The Board reserves the right from time to time by notice in writing to the caregivers to vary the fees and other charges payable by the caregivers pursuant to these terms and conditions.

## INCIDENTALS

All other costs not related to tuition fees will be invoiced to the Caregiver at the end of each term. These must be paid within the first four (4) weeks of the commencement of the new School Term.

## UNPAID FEES

Any account that is in arrears may result in your child being excluded from extramural activities. Accounts not paid within 30 days of the due date will incur penalty fees of 10% on the outstanding amount. The Trust Board's policy allows for the withdrawal of services if fees remain unpaid at the end of the term. Any unpaid fees, where a satisfactory arrangement for payment has not been met, will be referred to a debt collection agency. Any collection costs or fees will be added to the debt and will be payable by the debtor.

## NOTICE OF WITHDRAWAL

A minimum of five (5) school weeks' notice must be given in writing to the Principal if withdrawing a Student from the School. For withdrawal at the end of a school year, notice is required by the fourth week in Term 4. Failure to provide the adequate written notice will incur half a School Term's fees payable in lieu of notice.

## DISCLAIMER OF LIABILITY

The School accepts no responsibility for any personal injury suffered by the Student or the loss of or damage to personal property of the Student or Caregivers whilst the Student is at or in the care of the School. The Caregivers authorise the Principal or any other staff member of the School or other person who at the relevant time is responsible for the care of the Student to act in loco parentis in respect of the Student in cases of accident or emergency.

## JOINT AND SEVERAL LIABILITY

The agreements made, the obligations incurred and any authorities to be given by the Caregivers under these Terms & Conditions are made, incurred or may be given jointly and severally, and are contractually binding.

## UPDATING INFORMATION

Caregivers who are to be away from home are requested to notify the classroom teacher of alternative arrangements which have been made for the Student's care in the event of an accident, or sickness at school, and where such person may be reached during school hours.

All changes of personal contact details such as address and telephone numbers must be notified immediately.

## DEFINITIONS

**School:** Carncot Independent School

**Student:** The child enrolled at the School.

**School Term:** The weeks between the first and last day of each school term, including statutory holidays but excluding school holidays.

**Trust Board:** The governing body of the School.

**Caregiver:** Parent or legal guardian of the Student.

**Principal:** The Head of the School appointed by the Board.