



ATTENDANCE DUES AGREEMENT

BETWEEN: The Roman Catholic Archbishop of the Archdiocese of Wellington as proprietor of **Bishop Viard College**

AND: The following Parents/Caregivers

Complete all sections of this form – print clearly in capital letters

Existing Attendance Dues A/C No:								
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(Leave this number blank if this is your first student to be enrolled in a Catholic school in the Wellington Archdiocese)

Details	Parent/Caregiver 1	Parent/Caregiver 2
Title		
Surname		
First Names		
Relationship to student		
Residential Address		
Post code		
Phone (day)		
Phone (mobile)		
Email address		

WHO enrol the following student(s) at the school:

First and middle names of student(s)	Surname of student(s)	Gender M/F	Pref Y/N	Year level	Start Date

Acknowledgement: I acknowledge that I have read and understand this **Attendance Dues Agreement** and agree to comply with its terms and conditions.

1. I also agree to advise the Archdiocese of Wellington Dues team in writing if my/our circumstances change.
2. I accept responsibility for the payment of the Attendance Dues charged by the proprietor.
3. I agree to payment in one lump sum by the due date 31 May (the "due date") or through regular weekly/ fortnightly/monthly (circle) instalments of \$ _____ so that payment is completed by 30th November.

 Signature of parent/caregiver 1 Name (please print) Date -----/-----/20-----

 Signature of parent/caregiver 2 Name (please print) Date -----/-----/20-----

1.0 Introduction

- 1.1 The Proprietor has entered into an Integration Agreement with the Minister of Education in respect of the school. The Integration Agreement provides that the Proprietor may enter into an agreement with the Parents or other persons accepting responsibility for the education of a child providing that, as a condition of the enrolment or attendance of the child at the school, the Parents or other persons shall pay attendance dues in accordance with this agreement.
- 1.2 Attendance dues are used by the Proprietor to service school debt, ensure school buildings and other costs as specified in the Education and Training Act 2020.

2.0 Attendance Dues Payment

- 2.1 I/we agree to pay Attendance Dues to the Proprietor as approved by the Minister of Education in terms of the Education and Training Act 2020 and as a condition of enrolment of the students at the school.
- 2.2 I/we understand that each year, the Proprietor will issue me/us with an invoice for all attendance dues payable in respect of the student(s) and I/we agree to pay the invoice in full by the date stipulated in it.
- 2.3 I/we understand that if I/we default in paying my/our attendance dues by the due date, then any recovery costs incurred by the Proprietor will be an additional expense to be paid by me/us (and will be added to the total attendance dues owing and payable by me/us).
- 2.4 I/we acknowledge that the Proprietor: (a) may increase attendance dues from time to time provided such increases are within the maximum attendance dues permitted to be charged by the Ministry of Education; and (b) is likely to review and, if necessary, increase the level of attendance dues payable at least annually.

3.0 STUDENT ENROLMENT INFORMATION AND THE PRIVACY ACT 2020

- 3.1 The Proprietor is committed to respecting your privacy by protecting the information you voluntarily provide. The information will be held and stored securely by the Archdiocese of Wellington (ADW), which administers attendance dues on behalf of the Proprietor.
- 3.2 Information entered into the ADW database is protected using industry standard technology such as encryption and password protection. Information is only accessible to personnel and their agents who need access to do their work and will be used primarily for collection and administration of attendance dues.
- 3.3 Information about outstanding attendance dues may be shared by ADW with the Proprietors and personnel of other Catholic Schools attended by members of your family, and with their attendance dues collection agents.
- 3.4 Information voluntarily provided by you to the Proprietor may also be shared with your Parish for the purpose of supporting the student(s) formation of the faith and practices of the Catholic Church.
- 3.5 The information will not be shared with any other party without your permission.
- 3.6 You can ask for a copy of any personal information the proprietor holds about you and ask for it to be corrected if you think it's wrong. If you would like a copy of your information, or want to have it corrected, please contact ADW.

Once completed, this form, and all other enrolment information required by the Proprietor for the purposes set out in clause 3.0 of this Attendance Dues Agreement must be returned to the school.

ADW Contact Information:

1. The ADW office: Catholic Centre, Level 2, 204 Thorndon Quay, Wellington
2. Postal address: Attendance Dues, P.O. Box 1937, Thorndon, Wellington 6140
3. Telephone: 0800 462 725
4. Email: dues@wn.catholic.org.nz

Please complete this section:

School Number:

Enrolment number:

NSN Number:

ACCOUNT number: