



Aroha Discovery SCHOOL

Fees Policy

Aroha Discovery School is an initiative run by Arohanui Learning Communities Trust - a registered charity and not-for-profit organisation. The fees are expected to cover the basic running costs of the programme.

You are expected to provide lunches, drink bottles, sunhats, kai for morning and afternoon tea and basic resources when necessary.

Fees are calculated as follows:

One Day Nature Programme: \$60 (incl GST) per session and a full term commitment is expected.

Holiday Programme: \$55 (incl GST) per session. No minimum booking requirement

An invoice will be emailed to you within 5 days of receiving your child's enrolment form detailing specific payment options. Payments can be made via internet banking. A receipt will be issued for the holiday programme only. Receipts for the Nature Programme will only be issued on request.

All term fees must be paid in advance of sessions commencing to ensure security for Aroha Discovery School. Term fees will not be refunded for cancellations made mid-term due to a change of mind. If you are on a payment plan you will be expected to complete payments in full.

During our first term of operation we will not be in a position to offer payment plans. If however, you would like to start a payment plan towards term 4 of 2020 then you may arrange that with us. Please email: accounts@arohadiscovery.school.nz to arrange this.

Booking Changes/Cancellations:

One Day Nature Programme: As we rely on fees for our basic running costs of the programme credits are only available in exceptional circumstances and are given at the discretion of Aroha Discovery staff.

- No refunds will be given for bookings cancelled part way through the term due to a change of mind. If you have agreed to a payment plan you are required to continue paying the term's fee's in full.

School Holiday Programme:

- Cancellations more than seven days before the programme commences: A full credit will be applied to your account
- Cancellations between two and seven days before the programme commences: a credit of 50% of the fee will be credited to your account.
- Cancellations within 48 hours of the programme commencing: No credit will be given.
- There will be a \$10 admin fee for all cancellation requests.

- Subject to availability, changes to bookings may be made free of charge up to seven days prior to the programme commencing.
 - Booking changes made between two and seven days of the programme commencing will incur a \$10 admin fee.
 - Bookings cannot be changed within 48 hours of the programme commencing.
- If your child is absent due to illness or injury, subject to availability, you may be able to transfer your booking to another day within the same holiday period.
 - Contact admin@arohadiscovery.school.nz to discuss transfer options in this instance.
 - No refunds will be given where a transfer is not possible.

Out of Hours fees: We ask that you please ensure you are on time as our facilitator's also have their own children they need to pick up from school/day care. There will be a charge of \$10 per 10 minutes for children dropped off outside of programme hours. There is a 10 minute grace period after which fees will apply.

Fee Schedule for 2020

One Day Nature Programme

Term	Number of Weeks	Term Fee
Term 4	10	\$600 (incl GST)

Holiday Programme

Term	Dates	Term Fee
Term 3 Holidays	Week 1: Mon 28 th Sept – Friday 2 nd Oct Week2: Mon 5 th Oct – Fri 9 th Oct	\$55 per session (incl GST)
Summer Holidays	Week 1: Mon 21 st Dec – Thurs 24 th Dec Week 2: Tues 5 th Jan – 8 th Jan Week 3: Mon 11 th Jan – Fri 15 th Jan Week 4: Mon 18 th Jan – Fri 22 nd Jan Week 5: Mon 25 th Jan – Fri 29 th Jan	\$55 per session (incl GST)