

3. FEES POLICY

Everyone Out is a private, fee charging educational service. Timely payment of fees is required in order to maintain the correct kaiako/tamariki ratios and appropriate resource availability. Failure of mātua to follow the rules regarding fee payments may lead to their tamaiti being excluded from the programme.

PROCEDURE:

- Out of hours fees will apply to any tamaiti who attends outside of programme hours- be it due to early drop off or late pick up.
 - There is a grace period of 10 minutes, before or after which fees will apply.
 - Late fees are \$10 per 10 minutes, or part thereof, for each tamaiti attending -out of hours.
- Fees for all programmes are due at the time of enrolment, and payments must be made prior to booked sessions commencing.
 - A payment plan may be set up by prior arrangement with the Programme Kaiwhakahaere.

	Fee information for Nature School	Fee information for Holiday Programme
Invoice	● An invoice will be automatically generated by the enrolmy system at the time of enrolment. ● The invoice will detail specific payment options and conditions. ● Payments can be made via credit card (charge of 1.85% of your booking charge applies) or via internet banking. ● A receipt will be issued once payment is received.	● An invoice will be automatically generated by the enrolmy system at the time of enrolment. ● The invoice will detail specific payment options and conditions. ● Payments can be made via credit card (charge of 1.85% of your booking charge applies) or via internet banking. ● A receipt will be issued once payment is received.
Cost	● Everyone Out Nature School fees are \$600 per 8 week term. ● Commitment to the full term is required. ● If your child starts after the start of a term you will be charged a pro rata term fee equating to \$75/day	● Everyone Out Holiday Programme fee is \$70 per day ● There is no minimum booking requirement.
Booking changes and cancellations due to change of mind	● If you decide to withdraw from Nature School after you child is enrolled no refunds will be given. ● If you have signed up to a payment plan you are required to	● The Everyone Out Holiday programme operates on a no refund policy basis. ○ If a booking is cancelled more than seven days before the programme commences, a full credit (less a \$20

	continue to pay the term's fees in full.	administration fee) will be applied to the relevant enrolmy account. ○ If a booking is cancelled within seven days of the programme commencing, no credit will be given. ● Changes to bookings may be made, free of charge, up to seven days prior to programme commencement; though these are subject to availability. ○ A booking may not be changed within seven days of the programme commencing. ● Note: that the seven day rule above is seven days before the beginning of the holiday period <u>NOT</u> seven days before your booking.
Booking changes and cancellations due to illness or injury	● If your tamaiti is absent for any reason credits or refunds will not be given. ● In the case of a long term illness or injury preventing attendance Programme Kaiwhakahaere will work with the mātua to come to a mutually agreeable outcome.	● If your tamaiti is absent due to illness or injury, it may be possible to transfer their booking to another day or location within the same holiday period, subject to availability. ○ No refunds will be given where transfer does not prove possible. ○ In the case of a long term illness or injury preventing attendance the programme kaiwhakahaere will work with the matua to come to a mutually agreeable outcome
Discounts and credits	● The third siblings enrolment fee will be discounted by 30% ● We do have a small scholarship fund that can provide discounts which mātua can apply for if our fees would prevent tamariki from attending Nature School. Discounts are applied at the discretion of the programme kaiwhakahaere.	● A 5% sibling discount applies for any tamariki booked into the same programme, through the same enrolment. ● Everyone Out offers a limited number of 50% community service card (CSC) discounts. ○ These discounted places are for whānau who would find our fees a barrier to attendance.

		○ To apply for, or check availability of, these spaces email the Programme Kaiwhakahaere: rachel@everyoneout.co.nz ● Credit can only be used at our holiday programmes and cannot be transferred. Credits must be used within 6 months of issue, unused credits go into our scholarship fund
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