

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	<ul style="list-style-type: none"> ● An invoice will be generated within 3 days of enrolment ● Payments can be made via internet banking. ● A receipt will be issued upon request only. 	<ul style="list-style-type: none"> ● An invoice will be automatically generated by the enrolmy system. ● 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	<ul style="list-style-type: none"> ● Everyone Out Nature School fees are \$520 per 8 week term. ● Commitment to the full term is required. ● A one off (non refundable) administration fee of \$30 per tamaiti will be payable at the time of enrolment. 	<ul style="list-style-type: none"> ● Everyone Out Holiday Programme fee is \$55 per day ● There is no minimum booking requirement. ● No administration fee applies.
Booking changes and cancellations due to change of mind	<ul style="list-style-type: none"> ● If you decide to withdraw from Nature School part way through term no refunds will be given. ● If you have signed up to a payment plan you are required to continue to pay the term's fees in full. 	<ul style="list-style-type: none"> ● The Everyone Out Holiday programme operates on a no refund policy basis. <ul style="list-style-type: none"> ○ If a booking is cancelled more than seven days before the programme commences, a full credit will be applied to the relevant enrolmy account.

	<ul style="list-style-type: none"> ● A credit to use the following term, or at the holiday programme, may be given at the discretion of the Programme Kaiwhakahaere. ● There will be a \$10 administration fee for all change requests. 	<ul style="list-style-type: none"> ○ If a booking is cancelled two to seven days before the programme commences, a credit of 50% of the fees will be applied to the relevant enrolmy account. ○ If a booking is cancelled within 48 hours of the programme commencing, no credit will be given. ○ There will be a \$10 administration fee for all cancellation requests. ● Changes to bookings may be made, free of charge, up to seven days prior to programme commencement; though these are subject to availability. <ul style="list-style-type: none"> ○ If a booking is changed two to seven days before the programme commences, a \$10 administration fee will apply. ○ A booking may not be changed within 48 hours of the programme commencing.
<p>Booking changes and cancellations due to illness or injury</p>	<ul style="list-style-type: none"> ● If your tamaiti is absent due to illness or injury a one day credit will be applied to your enrolmy account . <ul style="list-style-type: none"> ○ Only one sick day credit will be offered per tamaiti per term, as standard. ○ Sick day credits will not accumulate over multiple terms ● If the illness or injury is long term and will result in more than two sessions being missed a credit may be applied, at the Programme Kaiwhakahaere’s discretion. ● Credits can be used at the Holiday Programme or during the following term at nature school. ● No refunds or credits will be given for tamariki absent for other 	<ul style="list-style-type: none"> ● If your tamaiti is absent due to illness or injury, it may be possible to transfer their booking to another day within the same holiday period, subject to availability. <ul style="list-style-type: none"> ○ If you wish to transfer your booked day please contact the Programme Kaiwhakahaere to discuss any available options. ○ No refunds will be given where transfer does not prove possible.

	commitments such as a family holiday, school trips etc.	
Discounts	N/A	<ul style="list-style-type: none"> ● 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. <ul style="list-style-type: none"> ○ To apply for, or check availability of, these spaces email the Programme Kaiwhakahaere: rachel@everyoneout.co.nz