

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 \$600 per 8 week term. ● Commitment to the full term is required. ● A one off (non refundable) administration fee of \$30 per whānau will be payable at the time of enrolment. 	<ul style="list-style-type: none"> ● Everyone Out Holiday Programme fee is \$67 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 (less a \$20 administration fee) will be

		<p>applied to the relevant enrolmy account.</p> <ul style="list-style-type: none"> ○ If a booking is cancelled within seven days of the programme commencing, no credit will be given. ○ There will be a \$20 / child administration fee for all cancellation requests. <ul style="list-style-type: none"> ● 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"> ○ 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	<ul style="list-style-type: none"> ● 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. 	<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 or location within the same holiday period, subject to availability. <ul style="list-style-type: none"> ○ 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	<ul style="list-style-type: none"> ● There are currently no sibling discounts available at Nature School ● 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 	<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"> ○ These discounted places are for whānau who would find

	<p>discretion of the programme kaiwhakahaere.</p>	<p>our fees a barrier to attendance.</p> <ul style="list-style-type: none">○ 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
--	---	---