



BOARDING SCHOOL MANAGEMENT AND CONTROL

Care and Safety of Students: St Bede's College Boarding School seeks to ensure at all times the highest quality of care and safety for the Student as a boarder in the Boarding School. Like all families living in close quarters for lengthy periods it is necessary to have in place sound practices to ensure harmonious living. St Bede's College, Boarding School Management and Staff will be acting "In loco parentis" for the Student. College Board of Proprietors require that the Student follows all lawful and reasonable instructions given by the Boarding School Management and Staff.

Boarding School Procedures and Policies: The Boarding House Policy and Procedure Statements are binding and enforceable against the Student and Whanau and form part of this Agreement. The Boarding House Procedures and Policy Statements are not exhaustive and may be amended from time to time. Policies are amended by College Board of Proprietors acting through the Boarding School Management. Procedures are amended by Boarding Management. Students are responsible for ensuring they are familiar with the Boarding House Procedures and Policy statements. These statements are on the College website and/or can be obtained by contacting the Director of Boarding. These should be read in conjunction with the Boarding Handbook issued in January each year.

TERMS AND CONDITIONS FOR ENROLMENT IN BOARDING SCHOOL

Enrolment Approval: College Board of Proprietors acting in reliance on the information provided in this agreement by the Applicants as the Parents/Legal Guardians of the Student, and the Student approve the enrolment of the Student as a boarder at the Boarding School.

Continuing Agreement: This Agreement shall apply for the duration of the student's enrolment in the Boarding School.

Boarding School Fees: Boarding School fees are payable:

- For New Zealand Resident Students, Boarding School fees must be paid one week prior to the start of each school term unless otherwise agreed by the authorised signatory of the College Board of Proprietors;
- For International Students Boarding School fees (and fees payable to St Bede's College) are payable for the school year in advance, to the Boarding School;
- Boarding School fees are subject to annual review by the College Board of Proprietors. Any change in Boarding School fees will be notified in writing to the Applicants.

Liability for Boarding School Fees: The Applicants as the Parents/Legal Guardians of the Student are liable for the payment of all the Boarding School fees for the period of enrolment under this Agreement, in addition to their liability for payment of all other fees and expenses of the Student as specified in this agreement.

Funding Assistance: The College Board of Proprietors may offer funding assistance to Students. The funding assistance is reviewable on a term by term basis and can be withdrawn for any Student at the end of the current term at the discretion of the Director of Boarding. The Applicants remain responsible for all Boarding School fees for the remaining term if a Student's funding assistance is withdrawn under this clause.

Continued Enrolment at College: If the Student is voluntarily withdrawn, excluded or expelled from the Boarding School, the Student will be required to make a fresh application for enrolment as a St Bede's College day student. Acceptance of this new application shall be at the sole discretion of the Rector.

Overdue Accounts:

Overdue accounts - penalty: The Boarding School reserves the right to charge a monthly penalty fee (2% per month which may be charged pro rata) on overdue accounts from the date an account becomes overdue until it is paid in full.

Overdue accounts - recovery: The Boarding School reserves the right to recover all costs including debt recovery, legal fees and all other expenses incidental to the recovery of overdue accounts. The Boarding School reserves the right to refer overdue debt to a collection agency.

Removal from Boarding School: If a Student's Boarding School fees (including penalties and recovery costs) are overdue for more than one school term (e.g. if Term 1 fees are not paid by the end of Term 2), the College Board of Proprietors may terminate the Student's right to board at the Boarding School under this Agreement. In the event of the Student's right to board being terminated for failure to pay Boarding School fees, the Applicants shall remain liable for all unpaid Boarding School fees payable for the balance of the school year.

Notice of withdrawal of Student from Boarding School: A minimum of 10 weeks' notice in writing of the withdrawal of a Student from the Boarding School must be given. In exceptional circumstances approved in writing by the Rector, the minimum period of notice of withdrawal of the Student from the Boarding School may be reduced.

Boarding School Exclusion: In the event of the Student being excluded or expelled from the Boarding School for breach of the Procedures and/or Policies, no part of the Boarding School fees already due and/or paid in respect of the term in which the exclusion occurs, shall be refunded or compensated for in any way by the Boarding School. The Applicants shall be liable for all unpaid Boarding School fees payable.

Payment of all other invoices: The Applicants will pay all invoices issued for expenses other than Boarding School Fees within seven (7) days of the date of issue of invoices.