

TIMARU GIRLS' HIGH SCHOOL

THE HOUSE

ANNUAL ENROLMENT CONTRACT 2026

A CONTRACT WITH THE TIMARU GIRLS' HIGH SCHOOL BOARD OF TRUSTEES FOR STUDENTS IN RECEIPT OF A MINISTRY OF EDUCATION BOARDING ALLOWANCE

I/we _____ accept our/my daughter
has gained a full-time boarding place for the whole school year in The House for 2026 and we undertake
that she will fill that place for the whole of the 2025 school year.

I/we agree as follows:

1. I/we are liable for the payment of the annual boarding fee (detailed below) in full.
2. No reduction in fees will be made on account of any temporary absence from The House for any reason.
3. If it is necessary for your daughter to leave The House as the result of a long-term illness or other unforeseen circumstances, the Board of Trustees may consider an application in writing for remission of part of the annual boarding fee. Any application for a partial remission of fees based on illness must be accompanied by a report from a New Zealand registered medical practitioner confirming the illness and supporting the application for withdrawal from The House; such medical report must have been issued within the four weeks preceding the date the application is submitted. I/we accept the Board's decision on any fee remission application shall be final.
4. Should my/our daughter be stood down or excluded from The House or the school, there will be no remission of the annual boarding fee.
5. Closure of hostel – In the event of any restrictions on operations being imposed by central government, the Board will immediately notify parents that they can no longer perform the full range of services as envisaged in the contract and will further detail what services are being suspended for the period of restriction. All parties agree that this is not a breach of contract, but rather that the Board is fulfilling its obligation to carry out its side of the bargain to the best of its ability. While in this situation some aspects of the service to be provided may not be possible, the Board will consider at their discretion an application made by a parent or caregiver for a fee reduction of a minimum of 5% for the period limited to the time for which any restrictions remain and cause a reduction in service. This reduction in fees is to reflect the reduced services able to be provided. I/we accept the Board's decision on any fee reduction shall be final.
6. The annual boarding fee is set annually at the discretion of the Board of Trustees and is payable by me/us in **four termly** instalments, with payment of the first instalment due by 31 December 2025, the second instalment by 28 April 2026, the third by 14 July 2026 and the fourth by 6 October 2026). The first instalment will be invoiced on 1 November of each year, and must be paid in full by 31 December 2025.
7. To pay a non-refundable deposit of **\$1,000** to confirm the offer of a place. An invoice will be issued in September 2025 for the deposit following receipt of the signed enrolment contract. Payment details will be included on the invoice. When the invoice is paid, a formal communication will be sent to confirm the place. If the first instalment is not paid in full by the due date, or a payment plan is not in place, the place in the hostel is forfeited.

The Annual Boarding Fee for 2026 is \$16,508.50 (which includes the \$1,000 non-refundable deposit), and is subject to annual review.

The boarding allowances, which are paid to the school at the beginning of each term, will be deducted from your daughter's boarding fees when payment is received from the Ministry, and you will be issued with an updated statement. You may wish to deduct the amount of the boarding allowance your daughter receives from your payments as you make them.

Please indicate your preferred payment option:

- OPTION 1** **One payment of \$15,508.50**
- OPTION 2** **Four instalments of \$3,877.12**

Instalment 1 - \$3,877.12 – due 31 December 2025
 Instalment 2 - \$3,877.12 – due 29 March 2026
 Instalment 3 - \$3,877.12 – due 31 May 2026
 Instalment 4 - \$3,877.12 – due 31 July 2026

If you wish to make an alternative payment arrangement, please contact the Business Manager (contact details below) at the time of confirming your daughter's enrolment to put in place a payment plan.

For those boarders who are enrolled after the start of the school year, boarding fees will be charged in instalments each term, the first instalment from the start date of entering the hostel.

I/we further agree as follows:

8. To pay an annual building levy of \$500 per family, reduced to \$250 for Year 13 boarder families.
9. To pay all medical, prescription, physiotherapy, dental or any other health-related fees directly to my/our daughter's health provider.
10. To ensure that all electrical appliances that my/our daughter brings for her use in The House have been tested and tagged by a trained professional, using proper testing tools. If electrical appliances are brought into The House without tagging, they will be tested and tagged by The House and a charge of \$5 per appliance will be deducted from your daughter's incidentals account.
11. To pay the Board of Trustees an annual sum of **\$300** for Incidentals. This charge covers the cost of small incidental expenses such as school socials, productions, non-uniform days, outings from The House, taxi charges incurred when transport via the school vehicle is not available, and any other small expenses. I/we also agree to \$60 being debited from the incidentals account at the beginning of the year to offset hostel vehicle running costs.

For returning boarders, balances at the end of each year will be carried forward to the next year. An invoice will be sent to bring the balance of the incidentals account back up to \$300. If your daughter has a credit balance remaining in her incidentals account when she leaves The House, this will be refunded.

12. These terms and conditions continue to apply to each and every year of my/our daughter's residence in The House.
13. Any correspondence concerning the residence of my/our daughter in The House as set out in this contract, or the payment of boarding fees, must be addressed to:
The Business Manager, Timaru Girls' High School, PO Box 558, Timaru, or phone
03 688 1122 extension 223, or email accounts@timarugirls.school.nz
14. In signing this contract, I/we acknowledge and accept all the requirements, policies and the declaration set out and contained in the prospectus and in this contract and in the enrolment form of Timaru Girls' High School and The House. I/we further accept that my/our daughter will be subject to and conform to all the rules, regulations and discipline of Timaru Girls' High School and The House.
15. I/we acknowledge I/we have discussed all the requirements, policies and the declaration as set out in the prospectuses and in the Enrolment Forms of Timaru Girls' High School and The House with our daughter and she has acknowledged she understands them.
16. Unless I/we have advised the Director of Boarding in writing before the commencement of boarding, I/we consent to the publication and circulation of my/our name and address details to other boarder parents.
17. This contract will be reviewed annually at the sole discretion of the Board of Trustees and I/we will be informed in writing of all changes.
18. Non-payment of fees will be referred to a debt collection agency and we will be liable for all recovery and legal costs incurred.
19. If more than one parent or guardian signs this contract their liability shall be joint and several.

Signed:

Date:

Signed:

Date:

**Names of Parents/Guardian
(please print)**

Address:

Email:

Phone:

Mob: