

# Attendance Dues Agreement

CATHOLIC DIOCESE  
OF CHRISTCHURCH

TE TAKIWĀ Ō TE PĪHOPA

This agreement is to be signed at the time of enrolment at the School/College below.

Signing this agreement constitutes part of the enrolment procedure.

SCHOOL/COLLEGE	<input type="text"/>		
ADDRESS	<input type="text"/>		
<b>Student</b>			
First & Middle Name	<input type="text"/>	Family Name	<input type="text"/>
Home Address	<input type="text"/>		
NSN (Student Number) school to complete	<input type="text"/>	Date of Birth	<input type="text"/>
Start Date	<input type="text"/>	Year Level	<input type="text"/>
Preference Student:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
<b>Bill Payer 1</b>			
First & Middle Name	<input type="text"/>	Family Name	<input type="text"/>
Email Address	<input type="text"/>	Telephone	<input type="text"/>
Home Address	<input type="text"/>	Parish	<input type="text"/>
<b>Bill Payer 2</b>			
First & Middle Name	<input type="text"/>	Family Name	<input type="text"/>
Email Address	<input type="text"/>	Telephone	<input type="text"/>
Home Address	<input type="text"/>	Parish	<input type="text"/>

## PRIVACY ACT 2020

The School/College stated above, and the Catholic Diocese of Christchurch (CDOC) collects, uses, and stores the information you provide on this form in accordance with the principles outlined in the Privacy Act 2020. This includes personal identifiers such as the student's National Student Number (NSN), which helps ensure accurate invoicing and administration of attendance dues.

Under the Privacy Act 2020, Statistical information regarding attendance dues may be shared with the Ministry of Education, Education Review Office or the New Zealand Catholic Education Office. This information will not include personal information that may identify any individual or their family.

The school/college stated above and the Catholic Diocese of Christchurch (CDOC) share the following information using an online application programme interface (API). This ensures that the information that is used for invoicing is up to date.

- Student's first name, middle name and family
- Student's National Student Number
- Student's date of birth
- Student's Home address
- Student's preference status
- Student's first date of attendance at school
- Students last day of attendance at school
- Preference authoriser's first, middle and family name
- Preference authoriser's email address
- Preference authoriser's home address
- Preference authoriser's telephone number
- Preference authoriser's parish

By submitting this information, you consent to sharing this information, including the NSN, for the purposes stated above.

The Proprietor respects your privacy and securely stores the information you provide. Data entered into the CDOC database is protected using industry-standard technology, which includes protection when using the third-party API system (Wonde).

Access to this information is restricted to personnel who need it to perform their duties, primarily for managing and collecting attendance dues.

- Staff of Catholic schools attended by your family members
- Attendance dues collection agents

You have the right to:

- Request a copy of any personal information the Proprietor holds about you, including the NSN
- Request corrections if you believe the information is inaccurate

To exercise these rights, please contact the CDOC.

## STUDENT ENROLMENT INFORMATION AND THE PRIVACY ACT 2020

1. The Personal Information voluntarily provided by you to the Proprietor on this form is collected for the purpose of sending Invoices, Statements and other financial correspondence, reporting on developments, news updates, and debt collection purposes by the proprietor, using the school, parish, and diocese as their agents for updating and communication purposes.
2. The cloud-based system used to securely hold this information is called "CathConnect". It is a customized Microsoft product. Information is only accessible to personnel who need access to do their work and is used for the activities listed in Point 1.
3. I/We consent to, and request "the School" to share the following information with "CathConnect", via daily secure data transfer of the following fields, from their Student Management System: "the Student"; first, second and last name, date of birth, year level, National Student Number, start date and end date, "the Caregiver" 1 and 2; Names, Mobile and Phone numbers and Address'. This allow new enrolments to be invoiced, credits to be applied for leavers and outstanding debt collected.
4. This personal information will only be shared between the school board and management, parish and diocesan office, Debt Collection Agencies engaged by the proprietor and the school's Proprietor or their delegate. Providing and updating this personal information is a condition of enrolment, and it will be stored securely in compliance with the Privacy Act 2020 and each entity's document retention procedures.
5. The Proprietor: (a) May increase attendance dues from time to time provided such increases are within the maximum attendance dues permitted to be charged by the Ministry of Education; and (b) is likely to review and, if necessary, increase the level of attendance dues payable at least annually.
6. Overdue accounts may be referred to a debt collection agency by the Proprietor. Recovery costs incurred by the Proprietor will be an additional expense to be paid and will be added to the total attendance dues owing, payable by parents / caregivers.

### The CDD ATTENDANCE DUES TEAM

1. The Proprietor has appointed the Diocesan Attendance Dues Team ("the Attendance Dues Team") using CathConnect to administer the invoicing and collection of attendance dues in respect of the school. **Attendance Dues Contact Details:** email: [dues@cdoc.nz](mailto:dues@cdoc.nz)
2. The Attendance Dues office is located at 391 Moorhouse Avenue, Christchurch. Further contact details and the CDOC Privacy Policy can be found at [www.cdoc.nz](http://www.cdoc.nz)

## ATTENDANCE DUES

I/We, the undersigned, agree as a condition of enrolment to pay Attendance Dues at a rate determined by the Proprietor and approved by the Ministry of Education. We have read and understood the Parent and Caregiver Responsibilities section on page 3 of this document. Both parents/caregivers are required to sign below.

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Signature of **Bill Payer 1**                      Print Name    Date

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Signature of **Bill Payer 2**                      Print Name    Date

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Signature of **Bill payer**                      Print Name    Date  
(if not the people above)

CATHOLIC DIOCESE OF CHRISTCHURCH

## Attendance Dues Parent and Caregiver Responsibilities

1. The Proprietor (CDOC) has entered into an Integration Agreement with the Minister of Education in respect of the school. The Integration Agreement provides that the Proprietor may enter into an agreement with the Parents or other persons accepting responsibility for the education of a child providing that, as a condition of the enrolment or attendance of the child at the school, the Parents or other persons shall pay attendance dues.
2. Attendance dues are used by the Proprietor to pay building related costs such as servicing debt, insurance of school buildings and other costs as specified in the Education and Training Act 2020.
3. By signing this agreement, you undertake that you will pay the Attendance Dues and that you understand that payment of the Attendance Dues is a condition of enrolment and the continuing attendance of the above-named student at the school.
4. Payment of Attendance Dues must be made in full at the beginning of the academic year, or by quarterly payments, following the due dates provided. Alternatively, you can arrange to make payments monthly, fortnightly, or weekly, depending on what works best for you. Attendance Dues must be paid as they fall due and cannot be deferred or left unpaid until the end of the academic year. Please note that Attendance Dues are not classified as a donation and, therefore, are not tax-deductible.
5. The Proprietor: (a) May increase attendance dues from time to time provided such increases are within the maximum attendance dues permitted to be charged by the Ministry of Education; and (b) is likely to review and, if necessary, increase the level of attendance dues payable at least annually.
6. Overdue accounts may be referred to a debt collection agency by the Proprietor. Recovery costs incurred by the Proprietor will be an additional expense to be paid and will be added to the total attendance dues owing, payable by parents / caregivers.
7. This agreement is legally enforceable and the person(s) who signs the agreement remains legally liable for payment of the Attendance Dues. Responsibility for payment of Attendance Dues may be transferred to another Parent/Caregiver provided that the new Parent/Caregiver first signs a new CDOC Attendance Dues Agreement accepting responsibility for payment of Attendance Dues, on terms acceptable to the Proprietor.
8. Any civil agreements between parents/caregivers do not take precedence over this signed legal agreement.
9. This agreement may not be varied or terminated by the Parent/Caregiver without the prior written consent of the Proprietor. Parents/Caregivers must also promptly advise the CDOC of any changes to their circumstances that may affect the payment of Attendance Dues.

Once completed, this form and all other enrolment information required by the Proprietor to charge and collect attendance dues, are to be forwarded, by the principal or appropriate school representative, to the **CDOC Attendance Dues Team, PO Box 4544, Christchurch 8140; or email [dues.cdc@cathconnect.nz](mailto:dues.cdc@cathconnect.nz)**

**Contact for all enquiries:** 03 353 0758 or 03 378 3642; [dues.cdc@cathconnect.nz](mailto:dues.cdc@cathconnect.nz)

### OFFICE USE ONLY

#### Task/Action

#### Details

NSN Number Checked

Yes  No

CathConnect Account Updated

Yes  No

New CathConnect Account Number

Signature of CDOC Team Member

Date Updated