

Novation to the Enrolment Agreement for the Payment of Attendance Dues

CATHOLIC DIOCESE
OF CHRISTCHURCH
TE TAKIWĀ Ō TE PĪHOPA

SCHOOL/COLLEGE

ADDRESS

Student
First & Middle name Family Name

Student
NSN Number

Outgoing Parent/Caregiver

Parent/Caregiver 1
First & Middle name Family Name

Parent/Caregiver 2
First & Middle name Family Name

Incoming Parent/Caregiver

Parent/Caregiver 1
First & Middle name Family Name

Email Address Telephone

Home Address Parish

Parent/Caregiver 2
first and middle name Family Name

Email Address Telephone

Home Address Parish

BACKGROUND

1. The Outgoing Parent(s)/Caregiver(s) entered into an enrolment agreement with the Proprietor, a copy being attached to this agreement (**Enrolment Agreement**).
2. The Outgoing Parent(s)/Caregiver(s) wish to novate the Enrolment Agreement to the Incoming Parent(s)/Caregiver(s). The Incoming Parent(s)/Caregiver(s) wishes to accept the novation.

NOVATION

1. With effect from the date that this agreement is signed by both parties (**Effective Date**): _____
 - a) The Outgoing Parent(s)/Caregiver(s) novate the Enrolment Agreement to the Incoming Parent(s)/Caregiver(s), who accept such novation.
 - b) The Incoming Parent(s)/Caregiver(s) assume the obligations and liabilities of the Outgoing Parent(s)/Caregiver(s) under the Enrolment Agreement, including the obligation to pay Attendance Dues; and
 - c) The Outgoing Parent(s)/Caregiver(s) are released and discharged from their obligations under the Enrolment Agreement, except in relation to the payment of Attendance Dues payable prior to the Effective Date.

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 2 of this document. Both parents/caregivers are required to sign below.

Signature of Parent/Caregiver 1 Print Name Date

Signature of Parent/Caregiver 2 Print Name Date

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 accept 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. Overdue accounts may be referred to a debt collection agency by the Proprietor.
6. 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 novation agreement accepting responsibility for payment of Attendance Dues, on terms acceptable to the Proprietor.
7. Any civil agreements between parents/caregivers do not take precedence over this signed legal agreement.
8. 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.

PRIVACY ACT 2020

CDOC collects, uses, and stores the information you provide on this form in accordance with the principles outlined in the Privacy Act 2020.

Under the Privacy Act 2020, information regarding attendance dues may be shared with the Ministry of Education, the Education Review Office, and for administrative purposes within the Diocese.

By submitting this information, you consent to its use for the purposes outlined 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.

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

Information regarding outstanding attendance dues may be shared with:

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

The information will not be shared with any other party without your consent.

You have the right to:

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

To exercise these rights, please contact CDOC.

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@cdoc.nz**
Contact for all enquiries: 03 353 0758 or 03 378 3642; dues@cdoc.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