

10/10/2025

Good afternoon parents and caregivers,

Please see the important announcement below from our Proprietors regarding a change to the way we collect Attendance Dues from the start of 2026.

Important Policy Update: Attendance Dues Payment

Dear Parents / Caregivers,

We are writing to inform you of our updated **Attendance Dues Payment Policy** which will take effect beginning **Term 1, 2026**.

1. **Attendance Dues** will be payable **one term in advance** via Direct Bank Deposit, Parent Portal Payment or Eftpos Payment. That means your full year's attendance dues must be paid by the start of Term 4.
2. Alternatively, we offer a **10 month Direct Debit Payment Plan** that allows you to spread the cost of your annual dues over 10 months (February to November) into smaller, regular payments (e.g., fortnightly or monthly), helping to manage your cash flow throughout the year.

To make use of this option, you must complete a Direct Debit form (link below) and the full attendance dues amount needs to be cleared by mid-November.

3. Please note that the once-off \$500 deposit for new enrolments will remain.

How to Sign Up for Direct Debit

If you wish to sign up for the Direct Debit option, please follow the link below

<https://forms.gle/oMnB1LB7U3CVgc216>

We appreciate your cooperation and understanding as we transition to this new structure. If you have any questions, please do not hesitate to contact our accounts team at accountsreceivable@elim.school.nz

On behalf of the proprietors,



Mr Julian Adamson
Principal