



APPLICATION FORM

for 'Exemption from Fees'

Notice to Applicant

Being granted an exemption from paying full school fees is intended to encourage and support families who wish their child or children to receive a high level of education within a thriving environment built and supported on the foundations of the Christian faith but who cannot afford to do so.

The value of an exemption can vary. You will need to show that your income, day-to-day living expenses, assets and liabilities are at such a level that payment of the full fee would cause you financial hardship.

Any parent or family who is granted an exemption may also choose to make a voluntary contribution to the school. Contributions can be in the form of financial, in kind or in the form of any service a parent may render to the school.

Any family who is granted or declined an exemption can re-apply each year during the Opening and Closing date period.

Your Application must be submitted to the Fees Committee with all supporting documents to be processed.

The Fees Committee has a limited budget for fees exemptions, therefore there unfortunately maybe occasions where not all Applications can be approved.

Opening Date: 10 November 2015 *(relevant to existing families only)*

Closing Date: 10 December 2015 *(relevant to existing families only)*

Tenure: Terms 1-4, 2016

Value: Up to 75% of Attendance Dues, as determined by the Fees Committee

It is anticipated that all successful applicants will assist with school fundraising efforts and/or volunteer their own skills in return to help and benefit the school.

Conditions:

- The applicant must be a New Zealand Citizen or permanent resident
- The applicant is already attending or would like to attend KingsView School fulltime within 3 months from the date of this Application and has completed the necessary enrolment process
- The Applicant will genuinely experience financial hardship in the event that full fees are paid

Decision Makers: The Fees Committee is made up of three members from the KingsView Board of Trustees and the exemption provider (the Christian Schools Association of Queenstown) . It is at the discretion of the Fees Committee to grant or decline your Application based on the school's 'Exemption from Fees' Policy document. An informal meeting to discuss your situation may be requested before a final decision is made.

Response Time: Notification of the Fees Committee's decision will be provided to you in writing:

Existing Families: No later than 24th December 2015

New Enrolment: within 14 days from the date your Application is submitted

STUDENT DETAILS (if more than 1 child, please include all names & details in this section)

Family Name:

Given Name/s:

Postal Address:

.....

Date of Birth/s: Gender/s:

Is your child currently attending KingsView School? Yes / No

If no, please state which school they currently attend or if they are home schooled or yet to start school

.....

PARENT / CAREGIVER 1 DETAILS

Full Name:

Postal Address:

Telephone: (h) (m)

Email:

Relationship to Child:

Date of Birth: Marital Status:

Number of Dependents: Ages:

Usual Occupation:

Are you currently: (please circle) Employed Full-time / Part-time / Casual / Self employed / Unemployed

Name of employer:

If self employed, please state the name of your business:

PARENT / CAREGIVER 2 DETAILS

Full Name:

Postal Address:

Telephone: (h) (m)

Email:

Relationship to Child:

Date of Birth: Marital Status:

Number of Dependents: Ages:

Usual Occupation:

Are you currently: (please circle) Employed Full-time / Part-time / Casual / Self employed / Unemployed

Name of employer:

If self employed, please state the name of your business:

YOUR COMBINED INCOME
(please convert all income to monthly figures before tax)

Total

Salary / wages / drawings / benefit	\$
Rent or board	\$
Company profits	\$
Child support	\$
Interest / dividends	\$
Other income or financial assistance	\$
Total gross monthly income (<i>before tax</i>)	\$
Total net monthly income (<i>after tax</i>)	\$

YOUR COMBINED ASSETS (combined total value)

Total

Your home	\$
Other real estate	\$
Transport Vehicles (<i>combined</i>)	\$
Leisure vehicles (boats, campervans, sporting)	\$
Balance of all bank accounts combined	\$
Shares / Bonds / Other Investments	\$
Managed Investments (including superannuation funds you can draw on now)	\$
Other (<i>give details</i>)	\$
Total Value	\$

YOUR REGULAR EXPENSES (please convert all expenses to monthly figures)

Total

Mortgage Repayments	\$
Rent	\$
Vehicle / Travel (fuel, maintenance, public transport costs)	\$
Utilities (power, phone, gas)	\$
Rates	\$
Insurance/s	\$
Clothing, medical and other general expenses	\$
Children's Expenses (child support, childcare, school fees, clothing etc.)	\$
Other	\$
Total	\$

ATTACHMENTS

Please ensure you attach copies of all relevant documents to support your claim for an exemption, including but not limited to the following:

- Proof of income (wage slip, employment contract, benefit slip, company FYE return)
- Bank Statements
- Photocopy of identification (passport, birth certificate and/or proof of residency)
- Debt servicing commitments

ASSISTANCE

KingsView School can connect you with local organisations that provide free budgeting advice and other support services. If you would like to be contacted or receive further information about the type of help available, please tick this box.

KINGSVIEW SCHOOL – DISCLOSURE OF INFORMATION

The Privacy Act 1993 requires that you must give specific permission in order for any personal information you have provided for any purpose to be passed on to another person or institution.

In order for KingsView School to comply with the Act, and so that your Application may be processed, you should read this statement and sign the appropriate section of your Application form.

I consent to:

1. (i) The disclosure of personal information supplied or obtained strictly in connection with my application for an exemption from fees, or administered by KingsView School for the purposes related to the application, to:
 - Members of the 'Fees Committee' and/or exemption provider.
 - Other agencies where disclosure is required under the provisions of the Privacy Act 1993.

2. (ii) The Fees Committee or Board of Trustees, strictly for the purpose of assessing my application for an exemption of fees, to obtain any information held by:
 - The Principal or departments of KingsView School (including academic records, enrolment information and scholarship information)
 - Administration or employed staff of KingsView School
 - Other agencies where disclosure is required under the provisions of the Privacy Act 1993.

KingsView School will keep all information supplied in writing and orally by you, strictly confidential and only for the purposes of administering the Fees Exemption process.

DECLARATION BY APPLICANT

I hereby certify that:

- I am the Applicant and that I have read and agree to accept the provisions relating to Disclosure of Information outlined above.
- The information provided in this Application is true and correct to the best of my knowledge
- I have disclosed all relevant financial information
- I have read and understand the conditions relating to Fees Exemption as outlined in this document.

Name:

Name:

Signature:

Signature:

Date:

Date:

Please submit your Application via email together with all supporting documents directly to the Fees Committee, Email: fees@kingsview.school.nz Contact Person: Hine Marchand Tel: 0274399740

Alternatively you can lodge your application in person with the Office Manager at KingsView School. Please ensure your Application is enclosed in a sealed envelope addressed to the Fees Committee and marked 'confidential'.