



# Hutt SPACE Programme Fees

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One-off payment of \$180.00 for 30 week programmes

One-off payment of \$120.00 for 20 week programmes

Or Automatic Payments of a minimum \$6.00 per week for 20 weeks (*Total \$120.00*) / 30 weeks (*Total \$180.00*) – *if receiving WINZ Subsidy*

*You may be eligible for a WINZ childcare subsidy. Eligibility for this subsidy is dependent upon your family income. Please contact nearest WINZ office to see if you are eligible on 0800 774 004 or link for further information.*

<http://www.workandincome.govt.nz/individuals/brochures/help-with-childcare-costs.html>

Payments are payable at time of registration to confirm your place.

*Payment includes \$60.00 non-refundable enrolment administration fee. There will be no refund of the fee's once your SPACE session starts. A copy of the fee policy is available from your SPACE programme facilitator.*

*If you cannot make payment by the due date, you must contact your SPACE programme facilitator or the Hutt SPACE programme coordinator. If fees are not paid by the due date, a late payment penalty of \$50 apply.*

**Pay to** – Hutt Playcentre Association Inc.

**Account Number** – BNZ 02-0528 -0030945-00

**Code** – Please quote SPACE [CODE]

**Reference** –Please quote your child's full name

**Cheques** – payable to Hutt Playcentre Association  
Payment form.

**Automatic payments:** Please ask the SPACE staff for an Automatic

*Please return completed remittance payment form to your SPACE staff*

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## Payment Remittance Advice

Centre: ..... Programme Code: .....

Family Name: ..... First or Given Name: .....

Child's Name: .....

Phone: ..... Email: .....

Method of Payment: Direct Credit  Cheque  Cash  Automatic Payments

Payment: One-off fee

Amount Paid: \$ .....

Date Payment Made: .....

*Please return completed form to your SPACE staff*

*Please tick if receipt required*

## *How to pay*

### **Direct Credit/ Internet banking**

**Hutt Playcentre Association** BNZ Bank account number **02-0528 -0030945-00**

Please include Your Name and SPACE [CODE] as your reference.

Please return remittance form to your facilitator or email details of payment (Hutt.SPAC@Playcentre.org.nz)

### **Payments in person**

Can be made to either your SPACE programme facilitator or the Hutt SPACE Office, 101 Trafalgar Street, Waterloo, Lower Hutt 5011. We accept cash and cheque. Please return remittance form with your payment

### **Telephone banking**

You need to provide your SPACE [CODE]

## *When to pay*

All fees are due by the 2 weeks before your course begins. When enrolling in programmes after this date, fees are due upon enrolment.

## *Refund*

### **Course withdrawals**

Includes a \$60.00 non-refundable enrolment administration fee. There will be no refund of fee's once your SPACE session starts.

### **Withdrawing from a programme**

If you withdraw before the programme starts we will refund your fee less the \$60 administration fee.

### **Fee reconsideration**

If you have made a late withdrawal from a SPACE programme, in exceptional circumstances you may be eligible for fee reconsideration. Contact the Hutt SPACE programme coordinator immediately.

### **Late payment penalty**

If fees are not paid by the due date, a late payment penalty of \$50 will be applied. If you cannot make payment by the due date, you must contact your SPACE programme facilitator or the Hutt SPACE programme coordinator immediately.

### **Your enrolment**

Hutt SPACE reserves the right to suspend your enrolment until the fees are paid in full.