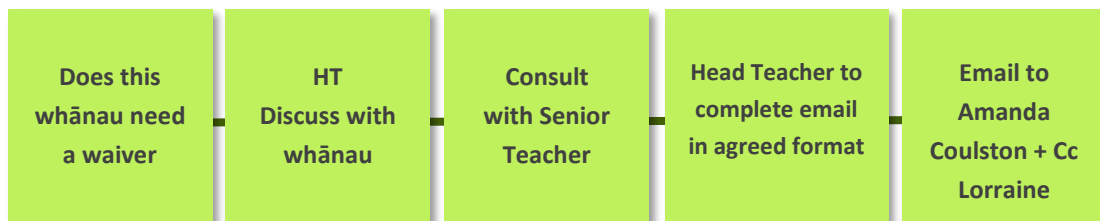


Fee waiver

Working with families

Process to Apply



Email Format

Send Jan.Hannon@wmkindergartens.org.nz

Subject FEE WAIVER (NAME OF KINDERGARTEN)

Kia ora Mandy,

Can I please have your approval to waive 100% of current fees of \$16 per week and write off all fee debt for the following children:

- Name of child, Child Reference, (3y11m)
- Name of child, Child Reference, (3y9m)

I have recommended the above for the following reasons:

- Parent recently received full custody of the children named above
- Family of 3 is now a family of 5
- Focus is on supporting the children as much as possible which includes increasing their days to attend kindergarten
- There are no spare funds to pay for these extra days as all is put back into supporting the family

Ngā mihi
Jan

Head Teacher

How long will it take

Amanda Coulston will make a decision to approve your request or not. If you do not receive a reply with 10 working days from submitting, request a status update from Lorraine.

Final steps

Lorraine will advise Head Teachers via email if declined or approved.

Our Finance Administration will be notified of changes and updates in InfoCare will reflect the attested hours & finalizing the Fee Waiver.

I have a query

Email your queries to Lorraine Coulston for further guidance
lorriane.coulston@wmkindergartens.org.nz