

Nationwide Attendance Service

A Division of the CEPNZ

CEPNZ
NAS Division
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www.cepnz.co.nz/attendance.html

APPLICATION FORM

Acceptance of Terms and Conditions

I, _____(print name), accept the terms and conditions of this CEPNZ
Nationwide Attendance Service agreement on behalf of the school named in this application form.

Name of School:

Physical Address:
.....
.....

Postal Address:
(if different from above)
.....

Contact Person:

Contact Phone:

Contact Fax:

Contact Email:

Payment Method: Cheque Direct Credit (circle one)

Customer
Signature(s):
.....

Dated: This day of 20....

TERMS AND CONDITIONS

1. **General:**

- 1.1 The parties to this agreement shall be: the CEPNZ and the Customer (the school named in the application form).
- 1.2 The CEPNZ offers to provide you (the "customer") with our *Nationwide Attendance Service* subject to the following Terms and Conditions.

2. **Fees and Charges (prices are inclusive of GST):**

- 2.1 CEPNZ Charges are as follows:
- 2.2 The customer shall pay to the CEPNZ the sum of \$396.00 at the time that this application form is submitted.
 - 2.2.1 This fee includes all the costs of the first month of supply of the *Nationwide Attendance Service* to the customer by the CEPNZ.
 - 2.2.2 Direct Credits must be paid to ANZ Bank (Henderson, Auckland branch), Account Name: CEPNZ. Account No: 010154-0171232-50
 - 2.2.3 An invoice/receipt will be sent to the customer by the CEPNZ on receiving this application form and payment.
 - 2.2.4 A signed copy of the CEPNZ confidentiality agreement will be sent to the school by the CEPNZ on receiving this application form and payment.
- 2.3 The CEPNZ will invoice the customer each calendar month at the rate of \$396.00 for the continuance of this service by the CEPNZ.
 - 2.3.1 Payment must be made on the date specified on the invoice in order for the service to continue.
 - 2.3.2 Payment of the invoice is required unless the customer notifies the CEPNZ in writing that they no longer require the service. This notification must be made one month in advance.
 - 2.3.3 The CEPNZ may suspend the service without warning if the customer's payment has not been received by the due date.
 - 2.3.4 If a month contains a regular school term break longer than 7 days, the invoice will reflect a discount at the rate of 25% for each complete week of the said holiday during that invoicing period.

3. **Customer Obligations:**

- 3.1 The customer will ensure all invoices are paid by the due date.
- 3.2 It is the customer's responsibility to email the details of a non-attendance to the CEPNZ.
- 3.3 The CEPNZ is not liable to contact the customer if it is not supplied with any details of a non-attendance on any given day. In this circumstance, the CEPNZ will assume that the school does not have any non-attendees that need to be followed up on.
- 3.4 The customer will ensure that information supplied to the CEPNZ is correct.

4. **CEPNZ Obligations:**

- 4.1 When the customer supplies the CEPNZ with the details of a non-attendance of a student, the CEPNZ will use the details provided to contact the parent or caregiver of the student that is absent from school.
- 4.2 The CEPNZ will email back to the customer the details on the results of these phone calls as soon as possible in the same working day.
- 4.3 At the end of each month the CEPNZ will provide the customer with a written summary on each of the follow-ups on non-attendances and provide a statistical analysis of the results.
- 4.4 Should the NAS be unable to make calls on your behalf on any given day, your school will be notified in advance and you will receive a 5% refund per day that will be deducted from the next month's account