



## Spiritual Growth Ministries

Aotearoa New Zealand  
Spiritual Directors' Formation Programme

## Year One Fee Payments 2019

Joanne Garton, SGM Administrator  
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We have the following suggestions to make for paying the Programme Fees. Please check through the options and then pay online, or send a cheque (payable to Spiritual Growth Ministries Trust), or arrange automatic payment through your bank.

For New Zealand resident participants who cannot pay the full fee, a subsidy of \$500 is available from Spiritual Growth Ministries through the support of the Christian community in Aotearoa. To apply for a subsidised fee please request the 'Application for Fee Subsidy' form from the Administrator. You will be asked to write a letter to SGM outlining your situation and stating the level of fees you can manage.

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NEW ZEALAND

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### First Year Fees Payment

#### Option 1:

Pay the full first year fee of \$2,975 by 31 January 2019

FULL: 1 X \$2,975.00

#### Or Option 2:

Pay in three instalments of \$992 on:  
December 31<sup>st</sup> 2018  
February 28<sup>th</sup> 2019  
April 30<sup>th</sup> 2019

FULL: 3 X \$992.00

#### Or Option 3:

Set up a monthly automatic payment of \$248 starting in January 2019. Final (12<sup>th</sup>) payment would be made in Dec 2019.

FULL: 12 X \$248.00

... or pro rata subsidized amounts where these have been approved ...

**Account Name: Spiritual Growth Ministries Trust    Account Number: 03 0166 0198782 00**

### Policies re Refunds and Additional Payments

Please note these policies. While they may seem irrelevant now, they are important.

#### Refunds

If notice of withdrawal is received **in writing** by the Formation Programme Co-ordinator **before** March 1<sup>st</sup>, the fees paid for that year will be refunded less the Application Fee, and \$100 costs.

If notice of withdrawal is received **in writing** by the Formation Programme Co-ordinator between March 1<sup>st</sup> and June 1<sup>st</sup>, the fees paid for that year will be refunded less the Application Fee, and \$500 costs.

Fees will not be refunded for withdrawals after June 1<sup>st</sup>. **Where fees are being paid by automatic payments continuing payments for the outstanding portion of fees is required.**

#### Extension – Year 3 and beyond

A fee of up to 15% of the full fee is payable if a participant needs to extend his or her written or practical work beyond 31 March of their third year. The exact amount is set by the Coordinator and Assistant Coordinator, and payment is due on April 1<sup>st</sup> of the third year and subsequent years if course work is not completed.