



Spiritual Growth Ministries Trust

Year One Overseas Fee Payments 2020

Aotearoa New Zealand
Spiritual Directors' Formation Programme

SGM Administrator
admin@sgm.org.nz

We have the following suggestions to make for paying the Programme Fees. Please check through the options and then send a cheque (payable to Spiritual Growth Ministries Trust), pay online, or arrange automatic payment by contacting the administrator.

When making an international payment, please check with your bank that all transfer charges/bank fees are included, and the correct amount in \$NZ will be paid to SGM.

Please contact the administrator for BSB and Swift codes to make international transfers.

Joanne Garton
SGM Administrator
36 Buller Crescent, Manurewa, Auckland 2102
NEW ZEALAND

Email: admin@sgm.org.nz
Ph: 0064 09 267 5957

First Year Fees Payment – \$3,620 (All figures have GST included)

Note: Year One fees include the course fee of \$2,995, and costs of \$625 for Kohanga Ako/Residential Week (not including linen hire and special dietary costs). Payment options are outlined below.

Option 1:

Pay the full first year fee of **\$3,620** before:

31 January 2020

Or Option 2:

Pay \$3,620 in **three instalments of \$1,207** before:

January 31st 2020

March 29th 2020

May 31st 2020

Or Option 3:

Pay \$3,620 by **12 monthly automatic payments of \$301.70** starting in January 2020. Final (12th) payment would be made in Dec 2020.

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 Coordinator **before** March 1st, the fees paid for that year will be refunded less \$100 costs.

If notice of withdrawal is received **in writing** by the Formation Programme Coordinator between March 1st and June 1st, the fees paid for that year will be refunded less \$500 costs.

Fees will not be refunded for withdrawals after June 1st. **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 is due on April 1st of the third year. This fee will also apply in subsequent years in which a participant chooses actively to continue in the Formation Programme.