



TERMS AND CONDITIONS: STUDENT REPRESENTATIVE ELECTIONS

UPDATED 10 June 2026

Student Elections must be flexible and time-efficient. They should also support your vision for student engagement in democratic practice. You know your students best. You know which days / which hours / would be best to communicate with learners about the election. For these reasons, **we highly recommend the Manage-Your-Own option.**

We know that school offices are busy places, and sometimes it is more practical to ask for full service. Our Full Service option has **fixed dates and times** for communications with learners.

SERVICE

1. Our service covers the tasks a school-based returning officer would normally complete:
 - a. Preparation of the electoral roll (based on names and school email addresses you supply by spreadsheet).
 - b. Call for nominations (email).
 - c. Online nominations processing, including ensuring that school liaison is advised in real time.
 - d. Candidate Statements available online for school distribution and use.
 - e. Invitation to Vote (email).
 - f. Vote tally.
 - g. Declaration of Result.
 - h. Completion of Ministry return.
 - i. Disposals as required by regulation.
2. We will conduct the election in accordance with all relevant legislation and regulations.

BOOKINGS & BILLING

3. An estimate of your Manage-Your-Own annual licence can be made using the calculator on the student website or using our **Rate Card**. A premium of \$599 + GST is payable for Full Service in 2026.
Bookings must be made from the website and are open from 7 July every year.
4. Invoices are payable once booking is confirmed.

DATA TRANSFER

5. In accordance with the Privacy Act, the school liaison person will complete a Statement of Consent

that permission has been obtained for sharing data for school / election purposes only.

6. The school will provide the following data by extract from the CSM system in Excel or Numbers or .csv files for upload to your school's dashboard

Name
Email address

For security reasons, the software only accepts school email addresses. This also serves as authentication for the voting platform. No disclosure of mobile phone numbers is required.

7. Data will be shared by agreed secure means (not via email).
8. Timeliness: Data will be provided by the requested deadline.

PRIVACY AND SECURITY

9. Any breaches in privacy or security must be immediately notified to the school and the Ministry of Education.

GOING TO ELECTION

10. Electronic voting is included in your invoice (i.e. not billed again)

CONTACT:

Returningofficer@myschoolelection.nz. Postal address: PO Box 251357, Pakuranga, Auckland 2140. Text only at 027 4411 365.



RATE CARD STUDENT ELECTIONS

June 11, 2026

Why Manage-Your-Own student electronic elections?

- **Cheaper** than full election service option*
- **Integrated:** nominations, communications, voting all managed from one dashboard.
- **Privacy:** using Google Forms or equivalent is not safe
- **Simple** data upload
- **Flexible** to meet your requirements.
- Easy to operate from school office
- Access to **secure electronic voting** platform
- **Immediate results**
- **Zero paper-work**

*The Ministry does not reimburse schools for student elections.

Simple data requirements

- Student name
- School Email address for each student (no private emails allowed)

Fee Calculation

Rates (manage-your-own) based on your student roll. A minimum of \$399 + GST applies. Above 1000 students, \$0.399 per student.

Full Service: Add \$599 + GST to licence fee

For more information and bookings, contact office@myschoolelection.nz

GST Exclusive

STUDENT ROLL	LICENCE FEE
3800	\$1,516.20
3500	\$1,396.50
3000	\$1,197.00
2800	\$1,117.20
2700	\$1,077.30
2600	\$1,037.40
2500	\$997.50
2400	\$957.60
2300	\$917.70
2250	\$897.75
2100	\$837.90
2000	\$798.00
1900	\$758.10
1800	\$718.20
1700	\$678.30
1600	\$638.40
1500	\$598.50
1400	\$558.60
1300	\$518.70

1200	\$478.80
1100	\$438.90
1000	\$399.00
950	\$399.00
900	\$399.00
850	\$399.00
800	\$399.00
750	\$399.00
700	\$399.00
650	\$399.00
600	\$399.00
550	\$399.00
500	\$399.00
400	\$399.00
300	\$399.00
200	\$399.00
100	\$399.00
50	\$399.00