



Presbyterian Ladies' College

MELBOURNE

PLC ENROLMENT POLICY

The following linked documents form part of the agreement between PLC, you, and your child. Please take time to read these documents carefully and ensure that you agree to act in accordance with them.

- [Enrolment Policy](#)
- [Terms of Enrolment](#)
- [Parent Code of Conduct](#)
- [Student Code of Conduct](#)
- [Privacy Policy](#)
- [Privacy Collection Notice](#)

The completion and signing of the Acceptance of Place Offer signifies acceptance of and agreement with these Terms of Enrolment and the payment of fees and charges, and to any other conditions or rules (including those outlined in the Letter of Offer and Enrolment Policy) which may be implemented by the College Council or its appointed representative, to ensure the orderly conduct of the College.

This agreement binds parents / guardians jointly, and each of them individually regardless of the person or persons to whom the College's account may be addressed or handed, or by whom accounts are or have been paid. This liability shall continue regardless of any changes to the relationship between the parents / guardians, or any court order as between the parents / guardians, or any child support or other arrangements between the parents / guardians.



Presbyterian Ladies' College

MELBOURNE

For Office use only

Student ID _____

Main Contact ID _____

Sister at PLC Yes No

Enrolment Fee of \$ _____

Receipt No _____

Dated _____

Final Check (Business Office) _____

Sister currently at PLC

ACCEPTANCE OF PLACE OFFER

I/We accept the offer of a place for our daughter

Student Name

please print as shown on birth certificate or passport (underline family name and show preferred name in brackets)

Home Address _____

Victorian Student No. (VSN) if known _____

Calendar Year of Entry

School Year Level

Term 1 Entry Term 2 Entry Term 3 Entry

Boarding Place

Day Place

I/We have read and agree to be jointly and severally bound by any conditions, as set out in the Letter of Offer and by the School's Terms of Enrolment, and to pay all school fees and charges owing to the School for the period of our daughter's enrolment.

Signature of Both Parents

This acceptance requires the signature of **both parents**. If both signatures are not appended, the circumstances should be indicated.

Father's Signature _____

Print Name _____

Mother's Signature _____

Print Name _____

Date _____

Contact phone number _____

Email address _____

I/we enclose payment of the enrolment fee \$1500

Cheque Please charge my Mastercard Visa AMEX

Card Number

Cardholder's Name (as shown on card) _____

Expiry Date /

Cardholder's Signature _____

Date _____

email to;
admissions@plc.vic.edu.au (Senior)
jsadmissions@plc.vic.edu.au (Prep-Yr 6)

TERMS OF ENROLMENT – JUNIOR AND SENIOR SCHOOL

These Terms of Enrolment set out the terms and conditions under which Students are enrolled at Presbyterian Ladies' College (PLC or College). The College reserves the right to change these Terms of Enrolment, and fees and charges from time to time, upon giving Parents one term's written notice of such variation. The commencement or continued enrolment of their child at PLC will signify acceptance by Parents of the variation.

The enrolment of a Student at PLC will continue until either the Student graduates from Year 12 at PLC, or the enrolment is terminated in accordance with these Terms of Enrolment (except for boys enrolled in ELC, who will terminate their enrolment at the end of ELC).

Parents are bound jointly, and each of them individually regardless of the person or persons to whom the College's account may be addressed or handed, or by whom accounts are or have been paid.

This liability for payment of fees and charges, as stated in the Fee Schedule, shall continue regardless of any changes to the relationship between the Parents, or any court order as between the Parents, or any child support or other arrangements between the Parents.

This agreement is entered into in good faith by all parties.

These Terms of Enrolment do not affect the rights of the Applicant to take action under the Australian Consumer Law if the Australian Consumer Law applies.

Enrolment

Enrolment in the College is confirmed only after a Letter of Offer is accepted, by the Applicants returning the Acceptance of Place Offer, accompanying payment of the Enrolment Fee and payment of the Holding Deposit 12 months prior to the Student's intended enrolment date, if applicable, at the College.

Failure to return the Acceptance of Place Offer within the period prescribed in the Letter of Offer may result in the offer being withdrawn. By signing the Acceptance of Offer form, the Applicant(s) and Student agree to abide by

1. the Enrolment Agreement, made up of:
 - a) these Terms of Enrolment;
 - b) the Admissions and Enrolment Policy;
 - c) the Fee Schedule;
 - d) the Parent Code of Conduct;
 - e) Student Code of Conduct; and

subject to clause 1, the College's rules, policies and procedures including those concerning or dealing with:

- f) the care, safety and welfare of Students;
- g) standards of dress, grooming and appearance;
- h) grievance and complaints;
- i) social media and the use of information, communication and technology systems;
- j) Student behaviour and conduct and discipline of Students;
- k) parent behaviour and conduct; and
- l) privacy;

which may be amended during the period of enrolment at the discretion of the College.

Failure to abide by the Enrolment Agreement or College's rules, policies and procedures may result in disciplinary action or cancellation of enrolment.

The Applicant also agrees to promptly provide the College with further information relevant to the Student's educational or safety and wellbeing needs, where, during enrolment, new information becomes available. This is a critical part of the relationship between the College, the Student and the Students family.

Applicants may submit a complaint or grievance in relation to how their application for enrolment is handled, and the College will review it in accordance with its Complaints and Grievances Policy.

A. Fees and Charges

Fees for Acceptance of Place Offer

A.1 Enrolment Fee

The College requires payment of an Enrolment Fee to complete the Acceptance of Place Offer. The Enrolment Fee (GST free) is non-

refundable, and non-transferable between year levels or family members upon signing of the Acceptance of Place Offer.

Should a Student not commence at the College on the agreed start date, the enrolment will be cancelled unless prior arrangements are made with the College. Any refund of Fees to an International Student will occur in accordance with the College's International Students Refund Policy.

A.2 Holding Deposit

A Holding Deposit is also payable 12 months prior to the Student's commencement of enrolment date. The Holding Deposit provides evidence of the Applicants intention that the Student will commence tuition at the College. The Holding Fee (deposit) is credited to Parents against the Term 2 Fee account in the year the Student commences at the College.

This Holding Deposit is non-refundable and non-transferable either between year levels or between siblings. Should an accepted enrolment place be cancelled, the Holding Deposit is forfeited to the College.

Retention of the Holding Deposit in these circumstances is a genuine pre-estimate of the economic loss the College will incur. The Holding Deposit does not apply to International Students.

Fees - General

All invoices and statements are sent by email. It is the responsibility of the Applicants to ensure the College is informed of any changes to contact details. A request to add or delete account billing nominees can be made in writing to the Business Office. The College may agree to add new billing nominees at its sole discretion.

All Fees and Charges are subject to change. The Applicant must pay the current rate of Fees and Charges set by the Fee Schedule available from the College. Fees and Charges quoted for taxable supplies include GST where applicable. Fees and Charges may be different for different year levels and are set by the Fee Schedule available on the College website.

When the Fee Schedule is updated, Applicants will be notified by the end of Term 3.

Tuition Fees for local Students are billed one term in advance.

The first year's Tuition Fees for International Students are invoiced in advance and must be paid in full before the Student's enrolment is confirmed at the College. For subsequent years, an invoice for a full year's Tuition Fees is issued in October.

A Consolidated Levy is charged each term for local Students, and for the full year in advance for International Students.

A pro-rata Tuition Fee shall be charged for a new Student entering the College after a term or semester has commenced.

Boarding Fees for local Students are billed one term in advance. For all new Students, the first instalment will be charged in advance for commencement in the following year. These Fees are non-refundable and non-transferable between years or siblings. Any adjustments will be made on Term 2 Fees. Subsequent Boarding Fees will be charged one term in advance.

Boarding Fees for International Students are billed two terms in advance. The first payment is required before the Confirmation of Enrolment is issued. Subsequent invoices will be issued in April and October each year.

Absence from the College during the whole or part of a term does not remove the obligation to make payment of the full term's Fees and Charges.

Invoices are payable within 21 days from the date of issue. All fees must be paid in Australian dollars and any refunds payable will be reimbursed in Australian dollars.

The College will charge an Administration Fee where an account remains unpaid after the due date. A further Administration Fee will be charged for each period of 30 days thereafter where the account remains unpaid. This charge is a calculation of the losses incurred by the College in managing the outstanding account.

In the event that any outstanding account is referred to an external debt collection agency the reasonable expenses of such recovery will be

added to the account with responsibility for settlement of those collection expenses borne by the account holder.

Any agreement or failure by the College not to strictly enforce its terms of payment in relation to amounts owing to the College, or any agreement to defer payment of an amount owing to the College, will not operate as a waiver of the College's rights in relation to such amount. Any funds payable to parents/guardians by the College will be offset against any outstanding account relating to a departing Student at the time of departure.

Any refund of Tuition Fees for local Students is at the absolute discretion of the Principal and will occur only in accordance with these Terms of Enrolment or where the College is unable to deliver educational services for which payment has already been received.

Any refund of Fees to an International Student will occur in accordance with the College's International Students Refund Policy.

The College reserves the right to refuse a Student permission to register and/or participate in any College organised non-curriculum activities (including private music lessons, overseas tours and trips) that require an additional payment to the College or a third party, while any amount remains due and owing to the College by the account holder for payment of any Fees.

Any credit card or direct debit payment which is declined by the bank, for any reason, will attract a reasonable Administration Fee.

The College reserves the right to refuse to readmit a Student at the commencement of any term if any amount payable on that Student's account remains outstanding.

If the College terminates a Student's enrolment, the Applicant is liable for all Fees and Charges incurred before the date the Applicant is notified of the Student's enrolment at the College being terminated.

A proportion of funds raised or Fees collected by the College may be used to support the operation of the College's Early Learning Centre.

Planned Leave of Absence

All requests for a planned leave of absence from the College must be submitted in writing to the Principal for approval at least one full term in advance. Approval is not guaranteed.

The College may charge a Holding Fee in lieu of tuition fees during the period of absence, which is determined by the Principal.

Notice of Withdrawal

Day Students

One full term's notice is required, in writing to the Principal, before the withdrawal of a day Student from the College. If the required notice is not given, a Termination Fee equivalent to one full term's Tuition Fees will be payable in lieu. Charging of the Termination Fee is a genuine pre-estimate of the College's costs in filling available places.

The College may vary Tuition Fees and Charges from time to time at its sole discretion. Parents will be notified in advance of any such variation, and an updated Fee Schedule will be provided to Parents by the end of Term 3. Any Parents wishing to withdraw their child following the College notification of the updated Fee Schedule should do so by the final week of Term 3 holidays, to allow the College adequate time to find a new Student to fill the role and ensure sufficient subject choices and/or staffing for the following year.

For example: If your daughter is a day Student and you wish to withdraw her from the College at the end of Term 4, the Principal must be notified in writing by the final week of Term 3 holidays.

Boarding Students

Two full terms' notice is required, in writing to the Principal, before the withdrawal of a boarding Student from the College. If the required notice is not given, a Termination Fee equivalent to one full term's Tuition and one term's Boarding Fees will be payable in lieu. Charging of the Termination Fee is not a penalty for withdrawal without notice but a genuine pre-estimate of the economic loss the College will incur.

For example: If your daughter is a boarding Student and you wish to withdraw her from the College at the end of Term 4, the Principal must be notified in writing by the last day of attendance of Term 2.

Boarding places are offered for the full duration of a Student's education at PLC to the end of Year 12 and are not transferable to a day place. Parents should be fully committed to their daughter living in the

Boarding House until the end of Year 12. In exceptional circumstances the Principal may approve an alternative arrangement. In such circumstances the required notice as indicated above applies and the Boarding Fees would be required to be paid for the full calendar year.

Sibling Discount

PLC offers a sibling discount on the basic annual Tuition Fee to a Student while her older sister is attending the College. This discount is offered at the absolute discretion of the College, is not offered to a family in conjunction with any other fee concession, including scholarships, or to Students attending the ELC.

Medical

The College must be kept up to date and informed of a Student's physical and/or medical needs, including any significant illness suffered or developed by the Student before and during their enrolment. The College reserves the right to assess and determine its ability to provide ongoing education to a Student, and reserves the right to require the Parent to provide the College with information as requested, or to require the Parent to withdraw the Student for a period of time reasonably required to undergo medical treatment.

The College must be immediately notified of any infectious or contagious illnesses or diseases which are contracted by a Student and that Student will not be permitted to attend school, or any College activity, until a medical clearance has been obtained in writing. In the event of an accident or illness when it is impractical, or not possible, to communicate with a Parent, the Principal or Principal's representative may authorise medical, surgical or other treatment recommended by a qualified medical practitioner.

Students may access the services of specialists such as the College Nurse and Counsellors. By accepting these Terms & Conditions of Enrolment as part of the Enrolment Agreement, the Parent consents to those services being provided and for confidentiality between the Senior School Student and specialist to be maintained without reference to the Parent where the specialists deem that appropriate.

Attendance and Participation

Students returning to the College after term breaks must join their classes on the first day of term. Students are not permitted to leave the College at the end of a term until the recognised closing date, except with prior permission and under special circumstances. All Students are expected to attend throughout the academic year.

Students are required to become active members of the College community and are to behave in a way expected by the staff of the College and indicated by the Code of Conduct published in the school diary. Students are required to participate in the College's Outdoor Education Program and the physical education program including swimming and sports.

Ethos

In enrolling their daughter at PLC Parents agree to support the Christian and community activities of the College. The College has a Presbyterian foundation but welcomes Students from all backgrounds and faiths. All Students are required to attend Christian Studies classes, chapel services, assemblies, camps and excursions. Enrolment at the College is an agreement to support the ethos of the College with regard to College guidelines, behaviour and expectations at all curricular and co-curricular events. A copy of the College's Statement of Christian Ethos is published on the College's website.

Discipline of Students

Students are required to abide by the College's Student Code of Conduct, which is published on the College website. Enrolment signifies agreement with the rules and regulations of the College and intention to abide thereby. Parents agree to support the College in its Discipline Policy and implementation of disciplinary action. A Student's behaviour is required to be at all times lawful, safe for all concerned, considerate of others and a good reflection on herself, her family and the College.

At the discretion of the Principal, a Student may be excluded from the College either temporarily or permanently. The financial obligation of the Parent/s will not be affected by the exercise of such discretion. The continued enrolment of a Student depends on their behaviour being in accord with the College's policies, including but not limited to the Student Code of Conduct, as amended from time to time. Continued enrolment is also dependent on the behaviour of the Applicant and Parents being in accord with relevant policies, including but not limited to the Parent Code of Conduct.

The College applies a positive approach to the discipline of Student behaviour which aims to maximise Students' participation in College educational programs. Nevertheless, the College reserves the right to discipline the Student, including for out of hours behaviour that may affect other Students or staff, other members of the community, or unduly damage the reputation or property of the College.

In signing these Terms of Enrolment, the Applicant acknowledges that breaches of the Enrolment Agreement, of College policies by the Student, and of the Parent Code of Conduct by the Applicant (or one of them) may lead to disciplinary action including:

- a) withdrawal of privileges;
- b) detention at such times as the Principal may deem appropriate;
- c) requiring the Student to undertake additional school work during or after normal school hours;
- d) suspension;
- e) expulsion (termination of enrolment); and
- f) such other consequences as the College considers reasonable and appropriate.

Parent Conduct

Parents are required to abide by the College's Parent Code of Conduct, which is published on the College's website.

The Parents will behave in such a manner that the image of the College is not negatively affected or brought into disrepute and will treat and deal with the College's employees, representatives, other Parents and Students with respect and consideration.

Termination

The Enrolment Agreement may be terminated:

- a) in accordance with the provisions of these Terms of Enrolment;
- b) in accordance with the Parent Code of Conduct;
- c) in accordance with the Student Code of Conduct;
- d) for breach of any other College policy or procedure which outlines a breach of it may result in termination of the Student's enrolment at the College; or
- e) as permitted by law.

Uniform

All Students are required to wear the College uniform as prescribed, neatly and properly, while in the College, travelling to and from the College and on all College occasions. Each item of clothing must be clean, in good repair and labelled with the Student's name.

Communication

The College publishes a regular newsletter to Parents containing important information. This newsletter, to be read by both Parents and Students, is available on the College's Wyse portal. Information so communicated is deemed to have been received by parents/guardians. It is the responsibility of parents/guardians to ensure that they have read and understand all information in the newsletter.

Parents are responsible for immediately informing the College of any change in their family circumstances, or contact details and Students medical and wellbeing details. These changes can be advised to the College electronically via the College's web portal, "Wyse" or by emailing Admissions or Administration. Parents are required to fully, accurately, and within specified timeframes complete all requests for information to enable the College to meet government data reporting requirements.

Unless the College is supplied with a Court Order or written authorisation signed by both Parents which provides otherwise, the College will proceed and act on the basis that each of the Student's Parents have equal rights and responsibilities in relation to the Student. The Parents represent to the College that they are the sole legal

guardians of the Student and are authorised to enrol the Student at the College. If this situation changes, the Parents will immediately advise the College of the change.

Governing Law

The laws of the state of Victoria apply and all parties irrevocably and unconditionally submit to the exclusive jurisdiction of the courts of Victoria.

Photography

PLC may take photos of Students undertaking various College related activities. Current consent for use of photos will be obtained through the College's parent portal.

PLC will seek Parents' permission prior to publishing a photo for use in College's formal marketing and external advertising campaign materials including digital and print advertising, social media advertising and billboards.

Information and Privacy

The College collects personal information (including health and sensitive information) regarding Parents and Students during the enrolment process and enrolment at the College in accordance with the College's Privacy Policy and applicable privacy laws. Parents are able to make requests and correct personal information held by the College, in accordance with that Privacy Policy, which is available on the College's website.

The College is required to report certain data to the Australian Curriculum, Assessment and Reporting Authority, International Baccalaureate Organization and the Victorian Curriculum and Assessment Authority. This may include Student background characteristics such as gender, Indigenous status, socio-educational background and language background.

Definitions

Terms defined in the Enrolment and Admissions Policy have the same definition in these Terms of Enrolment. In the event of any inconsistency, the definitions in these Terms of Enrolment will prevail.

Acceptance of Place Offer means the form signed by Applicants by which they accept the Letter of Offer and agree to be bound by the Enrolment Agreement.

Charges means non-tuition Fees including, but not limited to the Consolidated Levy, camp and excursion charges, charges for elective subjects, charges for the International Baccalaureate (IB) registration and Theory Of Knowledge (TOK) camp, IB examination fees, school materials, medical expenses, uniform and other expenses.

Boarding Fees means the amount payable from Parents to the College, as advised by the College, for their daughter to board at the College.

Consolidated Levy is an amount payable by Parents to the College as part of the Student's ongoing enrolment at the College. It varies by year level to reflect the different resources provided and programs delivered, and includes the College's Outdoor Education program.

Enrolment Agreement means the agreement between the College and Applicants that governs a Student's enrolment at the College, made up of the Admissions and Enrolment Policy, Terms of Enrolment, Fee Schedule, Parent Code of Conduct and Student Code of Conduct as they are updated from time to time.

Enrolment Fee means the fixed amount which is payable to confirm enrolment of the Student at the College, as amended from time to time.

Fees includes the Administration Fee (where applicable), Application Fee, Boarding Fees, Enrolment Fee and Holding Fee.

Fee Schedule means the Schedule of Fees and Charges as published on the College's website and updated from time to time.

Letter of Offer means the letter sent to Applicants, offering enrolment at the College.

Terms of Enrolment means these conditions of enrolment including any subsequent amendments made by the College.

Approved by: PLC Council
Date Approved: August 2023
Review Date: August 2025

Privacy Collection Notice

(Please keep for future reference)

This Collection Notice explains in general terms how we protect the privacy of the personal information you provide. In reviewing this Collection Notice and providing us with your personal information, you consent to our collection, use and disclosure of that information in the manner set out below, unless you advise us otherwise. This Collection Notice should be retained for future reference.

The College collects personal information, including sensitive information about students, parents/guardians, users of the Aquatic Centre and job applicants before, during and beyond the course of a student's enrolment at the College (students and parents/guardians); before, during and beyond the course of Aquatic Centre user's participation in a Learn to Swim / Water Safety program; and throughout the recruitment process (job applicants). The primary purpose of collecting this information is to enable the College to:

- meet its educational, administrative and duty of care responsibilities to the student to enable them to take part in all the activities of the College
- provide a recreational service (Aquatic Centre users)
- consider an application for employment (job applicants).

Information may be collected in writing (online, via post, email or SMS) or through conversation, or collected from third parties on your behalf (e.g. employment referees). Use of Information Communication Technologies (e.g. browsing websites, use of the Learning Management System) at the College or accessed from outside the College creates a digital trail, from which data can be aggregated by the College.

Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care. Laws governing or relating to the operation of a school in some instances require that certain information is collected and/or disclosed. These include relevant Education Acts and Public Health and Child Protection laws.

Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. The College may request medical reports and health information about students from time to time. A student's health and medical information will be disseminated and used within the College to best meet the College's duty of care responsibilities.

In order to consider an application for employment and to facilitate and manage a job applicant's employment relationship with the College, job applicants must consent to the College collecting personal information from law enforcement agencies for Police Checks and Working With Children Checks, the Victorian Institute of Teaching to verify your qualifications, and other individuals or businesses we contact for the purpose of reference-checking as agreed with you.

Personal information collected about job applicants will be stored securely in a recruitment record, or converted to an employee record if the job applicant is successful in gaining employment with the College. Employee records are exempt from the Australian Privacy Principles (APPs) under the Privacy Act 1988. If a job applicant is not successful or declines a position at the College, the information stored in the recruitment record will be stored for 12 months, unless you advise us to destroy the records at an earlier time.

Failure by parents/guardians, students or Aquatic Centre users to provide requested information to the College may be viewed as an unacceptable risk resulting in the enrolment process ceasing or your child's enrolment or participation in a program being discontinued. Failure by job applicants to provide requested information to the College will affect the College's ability to evaluate your application and may result in the recruitment process not proceeding.

The College from time to time may disclose (or permit direct collection by a third party) certain personal and sensitive information to others for administrative, educational and support purposes. This may include to another school to facilitate the transfer of a student, government departments, medical practitioners, people providing services to the College (including specialist visiting sport or music teachers, coaches, counsellors and volunteers), assessment and educational authorities, anyone you authorise the College to disclose information to, or anyone to whom the College is required or authorised to disclose the information to by law, including under child protection laws.

On occasions information, such as academic and sporting achievements, student activities and similar news is published in College newsletters and magazines, on physical displays throughout the College and on our intranet. This may include photographs and videos of student activities such as sporting events, camps and excursions.

The College will obtain separate permissions from the student's parent/guardian prior to including such photographs or videos or other identifying material in our promotional material or otherwise making this material available to the public. The College will obtain separate permissions from the student's parent/guardian prior to including personal information on class lists or College directories.

The College from time to time engages in fund raising activities. The information received from parents/guardians may be used to make an appeal in the future.

Students, parents/guardians, Aquatic Centre users or job applicants may seek access to, or correction of the personal information collected about them by contacting the College. However, there will be circumstances where access is denied. Such circumstances would include where the release would have an unreasonable impact on the privacy of others or where release may result in a breach of the College's duty of care obligations.

If you provide the College with the personal information of others, such as family members, doctors, emergency contacts or employment referees, you should inform them that you are disclosing that information to the College and why, so that they can request access to and correction of that information if they wish. You should refer them to the College's Privacy Policy for further detail.

The College uses cloud computing service providers to store some personal information (which may include sensitive information) on their servers in the 'cloud'. These servers may be located in or outside Australia. This may mean that personal information may be stored or processed outside Australia. The College's Privacy Policy contains further information about its use of cloud and other third-party service providers.

If you wish to obtain a copy of our Privacy Policy please contact the College, or alternatively visit our webpage: www.plc.vic.edu.au

If you wish to contact the College regarding personal information we hold, or to complain about any instances where the College may have been deemed to infringe any of the Australian Privacy Principles, a complaint should be lodged with the College's Privacy Officer privacy@plc.vic.edu.au

Mrs Cheryl Penberthy
Principal



Presbyterian Ladies' College

MELBOURNE



2023 Schedule of Fees – Domestic Students

Year Level	Tuition Fees		Consolidated Levy		Total Fees	
	Per Term	Per Annum	Per Term	Per Annum	Per Term	Per Annum
Prep	\$4,885	\$19,540	\$306	\$1,224	\$5,191	\$20,764
1	\$4,885	\$19,540	\$306	\$1,224	\$5,191	\$20,764
2	\$5,445	\$21,780	\$306	\$1,224	\$5,751	\$23,004
3	\$5,941	\$23,764	\$306	\$1,224	\$6,247	\$24,998
4	\$6,622	\$26,488	\$306	\$1,224	\$6,928	\$27,712
5	\$7,216	\$28,864	\$306	\$1,224	\$7,522	\$30,088
6	\$7,216	\$28,864	\$306	\$1,224	\$7,522	\$30,088
7	\$7,906	\$31,624	\$561	\$2,244	\$8,467	\$33,868
8	\$7,906	\$31,624	\$520	\$2,080	\$8,426	\$33,704
9	\$7,906	\$31,624	\$561	\$2,244	\$8,467	\$33,868
10	\$8,743	\$34,972	\$401	\$1,604	\$9,144	\$36,576
11	\$8,743	\$34,972	\$360	\$1,440	\$9,103	\$36,412
12	\$8,743	\$34,972	\$360	\$1,440	\$9,103	\$36,412

PLC is an accredited International
Baccalaureate (IB) School

ABN 16 005 650 386
CRICOS No. 00334M

141 Burwood Highway
Burwood Victoria 3125 Australia
Telephone + 613 9808 5811
Email enquiries@plc.vic.edu.au
www.plc.vic.edu.au

Principal
Cheryl Penberthy
MEd BEd MACE



Presbyterian Ladies' College

MELBOURNE



2023 Schedule of Fees – International Students

Year Level	Tuition Fee Per Annum	Consolidated Levy per Annum	Total Fee Per Annum
5	\$34,132	\$1,224	\$35,356
6	\$34,132	\$1,224	\$35,356
7	\$37,824	\$2,244	\$40,068
8	\$37,824	\$2,080	\$39,904
9	\$37,824	\$2,244	\$40,068
10	\$41,304	\$1,604	\$42,908
11	\$41,304	\$1,440	\$42,744
12	\$41,304	\$1,440	\$42,744

	Per Semester	Per Annum
Boarding Fees	\$16,044	\$32,088

Tuition Fees are charged annually in advance and are due in November of the previous year. Boarding Fees are charged two terms in advance and are charged in October and April. Boarding Fees include GST and covers accommodation and food during term time. The Boarding Fees include the cost of undertaking two site visits per annum (additional visits will be separately charged) and also includes the cost of remaining in the Boarding House during mid-term breaks.

	Per Term	Per Annum
Boarding Fees	\$8,022	\$32,088

Tuition and Boarding Fees are charged one term in advance. Boarding Fees include GST and covers accommodation and food during term time. The Boarding Fees include the cost of undertaking two site visits per annum (additional visits will be separately charged) and also includes the cost of remaining in the Boarding House during mid-term breaks.

Sibling Discount

A 10% reduction on the basic annual tuition fee is currently offered for younger sisters while an older sister attends PLC. This sibling discount does not apply when a student in the family is in receipt of any other fee concession or scholarship, or to children attending the Early Learning Centre.

Key Policies, Terms of Enrolment and Parent Code of Conduct

The College's Key Policies, Terms of Enrolment and Parent Code of Conduct are available on the College's website. Please take the time to familiarise yourself with these documents at the following link: <https://www.plc.vic.edu.au/reports-and-policies>

The College reserves the right to change these Terms of Enrolment, and fees and charges from time to time, upon giving parents / guardians one term's notice of such variation. The commencement or continued enrolment of your daughter at the College signifies your acceptance of the updated Terms of Enrolment.

Payment of Fees

You can access your fee statement and invoices via WYSE – see the payment tile below located on the right hand side of the WYSE page.



The College accepts payment via BPAY, MasterCard, Visa and American Express. The College does not accept cash as payment for fees. When paying through WYSE, your credit card details are securely processed by the National Australia Bank.

Please note that due to increased transactional costs, the College applies a surcharge from 2022, equivalent to the fees PLC is charged for all credit or debit card payments.

Payments made via BPAY receive no additional charge. The PLC biller code is 58800. Your BPAY reference number is displayed on your fee notice.

Please note that should your child have any other miscellaneous items charged to your account (e.g. Music lessons), these must be paid separately, by the due date that appears on the fee notice on which they appear.

Fees are **due and payable within 21 days of rendering the account**. Council appreciates that the great majority of parents comply with these terms. In fairness to all who pay on time, a **late fee of \$125** will be applied to fees not paid within 21 days of rendering the account.

The College is not a credit provider under the National Credit Code. Under the Terms of Enrolment, students are not able to continue at the College if fees or charges remain unpaid beyond 62 days from the date of rendering of accounts. Parents who require credit to pay fees or charges should make their own arrangements with credit providers. The methods of payment of fees, including use of credit cards, are detailed on the account.

Term Dates

The term dates and approximate billing dates for 2023 are as follows:

Term	Term Dates – 2023	Fees Issued	Fees Due
Term 1	Friday 27 January – Friday 7 April	18 October 2022	8 November 2022
Term 2	Wednesday 26 April – Friday 23 June	13 February 2023	6 March 2023
Term 3	Tuesday 11 July – Friday 8 September	28 April 2023	19 May 2023
Term 4	Tuesday 3 October – Wednesday 6 December	19 July 2023	9 August 2023

School Bus Charges

	Part Time – Per Term (Up to 6 trips per week)	Full Time – Per Term (7 or more trips per week)
Zone A	\$418	\$739
Zone B	\$471	\$814
Zone C	\$535	\$857
Casual Trips (all zones)	\$11	\$11

If your daughter wishes to catch the private school bus service run by Crown Coaches, please contact Reception on (+61 3) 9808 5811 or email buses@plc.vic.edu.au.



PARENT CODE OF CONDUCT

Rationale

Presbyterian Ladies' College (PLC or College) is committed to ensuring a respectful learning environment that is safe, positive and supportive for all students, staff and visitors of the College. All members of the College community have a right to an environment free from harassment and to converse comfortably in a positive and co-operative manner.

Scope

1. This Parent Code of Conduct provides clear guidelines to parents (including step-parents and legal guardians) regarding the conduct expected of them whilst on the College premises, engaging in College related activities or representing the College.
2. While parents are required to abide with the requirements of the Enrolment Policy (in accordance with the College's Terms of Enrolment), all adults within the College community are expected to behave in a manner that upholds the intention and spirit of the Parent Code of Conduct. This includes grandparents, extended family members, caregivers and local support person(s).
3. Breaches of this Parent Code of Conduct by a parent or guardian of a student can lead to a termination of the student's enrolment.

College Values

4. Presbyterian Ladies' College is a leading ELC to Year 12 Christian independent day and boarding school for girls situated in Melbourne, Australia. Our core values, underpinned by our Christian Ethos, are Integrity, Empathy, Courage, Delight and Service and these provide an enduring foundation for dynamic learning.
5. The College Mission is to provide strength, breadth, balance and quality and, as such, we are committed to providing a rigorous academic program focused on each student reaching their potential.
6. We have a 'zero tolerance' policy regarding violence of any kind, including fighting, assault, threats of violence or any form of threatening language, gestures or conduct. We have 'no tolerance' for child abuse. In addition to embedding a culture of 'no tolerance' for child abuse, we are committed to acting in the best interests of students and keeping them safe from harm.
7. We believe that parents are valuable contributors in our community and we aim to work in partnership with parents in the care and growth of each student.

General Expectations

8. All parents of students enrolled at the College must:
 - Support and uphold the values, activities and ethos of the College. Parents are encouraged to read and understand the policies of the College (including this Parent Code of Conduct) and must act in accordance with the College's policies at all times.
 - Respect diversity in people and their ideas, opinions and legal and moral rights.
 - Treat others fairly and with dignity and respect at all times regardless of race, ancestry, place of origin, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability.



- Strive to acknowledge good performance and efforts of all participants (including the opposition) in any co-curricular activities. The professional judgment of staff, referees and officials must be respected. Inappropriate language, sledging or harassment of coaches, staff or participants will not be tolerated at any time.
 - Respect the privacy of other students, parents, staff, contractors and volunteers in the College community. Parents must not disclose personal details or confidential information relating to a student or parent to another person without consent. Parents should avoid taking photos or videos of students who are not their own children, or College staff members, in which those students or staff members may be easily identified, unless permission has been obtained directly from the parents of those children or a College staff member.
9. When attending the College or any College related event, parents must:
- behave lawfully and observe the terms of any court orders in place;
 - refrain from smoking or vaping;
 - not be intoxicated by alcohol;
 - not be in possession of, under the influence of, or provide others with, illegal drugs;
 - dress appropriately according to the occasion;
 - behave in a manner that does not endanger the health, safety and wellbeing of themselves or others;
 - abide by all health and safety rules and procedures;
 - ensure that their actions do not bring the College into disrepute;
 - respect the authority of members of staff and observe College policies, procedures and rules as required;
 - behave with courtesy and consideration for others;
 - refrain from all forms of bullying and harassment; and
 - respect College property and the property of staff, contractors, volunteers, other parents and other students.

Communication

10. Parents are required to schedule an appointment with College staff when they wish to discuss a concern. Under no circumstances are parents to approach students (or the parents of other students) in relation to actual or perceived actions toward their own daughter.
11. In any form of communication arising out of or in connection with the College (including in person, by email, telephone or text message, using any form of electronic or online platform or on social media), parents must:
- ensure that their language is respectful and not intimidating or threatening when interacting with any member of the College or wider College community;
 - refrain from making defamatory, malicious or vexatious statements against any member of the College or wider College community;
 - refrain from engaging in malicious or judgemental gossip and ensure that anything said about others is fair and truthful;
 - conduct themselves in a manner that upholds and does not undermine the reputation and image of the College;



- refrain from engaging in conduct or communicating information in any context that could reasonably be considered to discredit, be prejudicial to or have a negative impact on the College;
 - refrain from recording any conversation or presentation unless permission is granted by all parties involved;
 - refrain from swearing or using offensive, abusive, insulting or derogatory language, or raised voices; and
 - avoid engaging in conversations which constitute harassment, discrimination or denigration or which involve innuendo.
12. If any parent does not act in accordance with this Parent Code of Conduct in their communications with a staff member, the staff member may:
- request that the parent(s) cease their inappropriate communication in order to allow the communication to proceed;
 - inform the parent(s) that unless the inappropriate communication ceases, the staff member may put an end to the phone call, meeting or discussion;
 - request another staff member be present for the remainder of the phone call, meeting or discussion; and/or
 - lodge a complaint against the offending parent noting a breach of the Parent Code of Conduct (see Complaints and Grievances section of this policy below).

Technology and online conduct

13. Parents must ensure that they act lawfully and abide by the College's expectations of them.
14. When using any form of electronic or online platform or social media, parents must:
- not voice grievances about the College;
 - not post a photograph or video recording of another student, staff member or parent on social media without consent; and
 - not post a photograph or video recording of students in PLC uniform representing the College and its students if they have the potential to bring negative connotations towards the College and its staff and students.
15. Additionally, parents must make reasonable efforts to ensure that their children comply with the College's Information and Communication Technology policies.
16. Any form of cyber bullying or cyber abuse will not be tolerated.
17. Parents are asked to refrain from using mobile telephones or other devices during face-to-face discussions with staff.

Breaches of the Code of Conduct

18. Any parent, student, staff member, contractor or volunteer may notify the Principal or their representative of an actual or potential breach of this Code of Conduct.
19. The Principal or their representative will endeavour to
- investigate all matters that they have been notified of to determine whether there has been a breach of this Code of Conduct; and
 - resolve all matters that they have been notified of (using processes, such as mediation, to do so if necessary).
20. The consequences of a breach of this policy by a member of the College community will be determined at the discretion of the Principal. The College may:



- ban any member of the College community from attending any co- curricular event;
- ban any member of the College community from being on College grounds;
- direct that any member of the College community may only communicate with staff through a nominated representative; and
- involve authorities, where appropriate.

21. If a parent (or parents) are found to be in breach of this Code of Conduct by the Principal or their Representative, then the Principal or their representative may:

- convene a meeting with the parent(s);
- issue a warning to the parent(s);
- direct that the parent(s) may only communicate with relevant staff through a nominated representative;
- issue a direction to provide an apology;
- ask the parent(s) to refrain from attending College premises, College events or College activities for a period of time; or
- terminate their child’s enrolment; and
- in the case of extreme, repeated or prolonged breach of this Code of Conduct, terminate the enrolment of all children from their family.

Complaints and Grievances

22. The College takes seriously any issues that are brought to its attention.

23. Parents have the right to raise issues and concerns related to the education of their child or other matters relating to the College.

24. In raising a complaint or grievance, parents can expect to:

- be listened to respectfully and communicated with courteously;
- have confidentiality respected and maintained; and
- receive a timely response to concerns raised.

25. Parents with a complaint or grievance should refer to the College’s Complaints and Grievances (Parent, Student, Community) Policy.

Related documents

- [Child Safety and Wellbeing Code of Conduct](#)
- [Child Protection, Safety and Wellbeing Policy](#)
- [Complaints and Grievances \(Parent, Student, Community\) Policy](#)
- [Terms of Enrolment](#)
- [Statement of Christian Ethos](#)

Authorisation

For Office Use Only

Approved By:	PLC Council
Date Approved	August 2023
Review Date:	August 2025



STUDENT CODE OF CONDUCT

Rationale

Presbyterian Ladies' College (College or PLC) aims to provide clear guidelines to all students regarding the conduct expected of them whilst at school, engaging in College related activities or representing the College. Students are expected to uphold the College's core values at all times.

Scope

1. This Code of Conduct applies to all students. The application of this Code of Conduct is not limited to the College campus and school hours. It applies to all school environments and school boarding environments as outlined in the definition section of this Code of Conduct. This includes all online environments. It extends to all activities and events that are school-related and when representing or acting on behalf of the College. The Code of Conduct also requires that student actions do not bring the College into disrepute at any time regardless of whether the action occurs within or outside of school-related activities.
2. For the purposes of this policy, a student of the College shall be considered to be a current student of PLC until they withdraw from the College and are no longer enrolled or (in the case of Year 12 Students) receipt of final results.
3. This Code of Conduct should be read in conjunction with:
 - a) The College's Behaviour Management Policy.
 - b) The General Information section of the College Student Diary, which outlines behavioural guidelines, school rules and expectations.
 - c) If relevant, the Year 11 Handbook or Year 12 Handbook.
 - d) If relevant, the Boarding at PLC Handbook.
4. This Code of Conduct is communicated to the College community via our website.

Policy Statement

Standards of Conduct

5. It is expected that each student will honestly endeavour to abide by all of the College regulations and the directions of teachers and staff, and show respect for all members of the College community. This includes by listening to College staff and being courteous in all interactions.
6. Students are expected to uphold the College's core values at all times and be respectful and supportive of the College's beliefs and values.
7. Students should be constantly aware of their actions and make every endeavour to bring credit on themselves, their parents/guardians and the College. Respectful, kind and thoughtful behaviour should be displayed by students:
 - a) when travelling to and from the College or College-related events;
 - b) during school hours and on College premises; and
 - c) in their life beyond the College environment.

This includes all online activity and telephone communication.



8. Students should behave in a manner that promotes the health, safety and wellbeing of themselves and others. Students must abide by all health and safety rules and procedures operating within all school environments and school boarding environments, while travelling and at any other locations that they may visit.
9. All students are expected to keep their appearance neat and tidy and to wear the College uniform correctly and with pride at all times.
10. Students must show respect for:
 - a) the property of the College, staff, contractors, visitors and other students; and
 - b) school premises, including classrooms and the environment.

Students must not wilfully contribute to the damage or loss of property or the damage of school premises.

11. Students and staff members have the right to feel safe at school. Students must behave with courtesy and consideration for others. Once aware of a situation, the College will respond to any form of bullying or harassment.
12. Students have an obligation to speak up against bullying. If students do not feel safe to address bullying in the moment or engage with other students, they should approach the College who will help address the bullying behaviour.
13. Students must be punctual and attend all of their scheduled classes.
14. To ensure an inclusive College community, English is the language of teaching and learning at PLC. As such, students are expected to communicate in English.
15. Students must complete work set by teachers on time and to the best of their ability.
16. Students are expected to attend the College during school terms. The College may ask a parent for an explanation of absences to ensure care, safety and welfare of students and continuity of learning.

Unacceptable Conduct

Students must not at any time:

17. use language or engage in conduct which is likely to offend, harass, bully, exclude, unfairly discriminate against, or damage the reputation of any student, staff member or visitor, including the use of inappropriate or profane words or gestures and images;
18. engage in any form of cyber bullying, cyber abuse or unethical online behaviour using any electronic or online platform or social media;
19. engage in any form of physical or verbal violence, including fighting, assault or threats of violence;
20. send or post unlawful, inappropriate, violent, harassing, offensive or explicit messages, photos or videos or otherwise any content which is contrary to the values of the College;
21. touch, handle, push or otherwise physically or sexually engage with students or others in a manner which is not appropriate and may endanger the health, safety or wellbeing of that person;
22. engage in behaviour that interrupts the work of any class or hinders teaching and learning opportunities;
23. engage in theft or fraud or misuse the College's resources, brand and intellectual property;
24. copy another person's work without acknowledgement – plagiarism of any form will not be tolerated;
25. copy the work of another student (unless expressly permitted by a College staff member); or;
26. in any school environment or in transit between school environments or between a school environment and home:
 - a) smoke, vape or possess any cigarettes, vapes or electronic cigarettes;



- b) be intoxicated by or possess alcohol; and/or
- c) be under the influence of or possess illicit drugs or harmful substances including misuse of aerosols.

Breaches

27. Breaches of this Code of Conduct will be managed in accordance with the College's Behaviour Management Policy and Suspension and Expulsion Policy.
28. Students are expected to report any cases of unlawful behaviour or behaviour in breach of this Code of Conduct which may have been observed or reported to them. Students should approach a senior staff member to make a report in confidence.

Definitions

School environment means any of the following physical, online or virtual places, used during or outside school hours:

- (a) a campus of the College;
- (b) online or virtual school environments made available or authorised by PLC's governing authority for use by a child or student (including email, intranet systems, software applications, collaboration tools, and online services); and
- (c) other locations provided by the school or through a third-party provider for a child or student to use including, but not limited to, locations used for:
 - (i) camps;
 - (ii) approved homestay accommodation;
 - (iii) delivery of education and training such as registered training organisations, TAFEs, non-school senior secondary providers or another school; or
 - (iv) sporting events, excursions, competitions or other events.

School boarding environment means any physical, online or virtual space made available or authorised by the PLC's governing authority for a child or student boarding at a school boarding premises to use at any time, including:

- (a) online or virtual school boarding environments (including email, intranet systems, software applications, collaboration tools, and online services);
- (b) other locations provided by PLC or through a third-party provider for a child or student to use including, but not limited to, locations used for:
 - (i) camps;
 - (ii) approved homestay accommodation;
 - (iii) delivery of education and training such as registered training organisations, TAFEs, non-school senior secondary providers or another school; or (iv) sporting events, excursions, competitions or other events.

These definitions are in line with Ministerial Order 1359 – Child Safe Standards – Managing the Risk of Child Abuse in Schools and School Boarding Premises

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Approved By:	Principal
Date Approved	March 2023
Review Date:	March 2025