

**For Office use only**

Student ID \_\_\_\_\_

Main Contact ID \_\_\_\_\_

Receipt No \_\_\_\_\_

Dated \_\_\_\_\_

Old Collegian YES / NO



*Presbyterian Ladies' College*

MELBOURNE

**APPLICATION FOR ENROLMENT  
TO JUNIOR OR SENIOR SCHOOL**

**Student Details**

Family Name \_\_\_\_\_

Given Names \_\_\_\_\_

Preferred Given Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Country of Birth \_\_\_\_\_

Nationality \_\_\_\_\_  Aboriginal Australian  Torres Strait Islander

Religious Denomination \_\_\_\_\_

Main Language spoken at home \_\_\_\_\_

Victorian Student No (VSN) if known \_\_\_\_\_

**Applying For**

Calendar Year of Entry     School Year Level

Term 1 Entry  Term 2 Entry  Term 3 Entry (entry in Term 1 preferred)

Boarding Place

Day Place My daughter will live with  Parent(s)  Other \_\_\_\_\_  
*Please specify relationship*

**Resident Status:**  Australian Citizen  Permanent Resident  Temporary Resident please specify Visa Subclass     
 International Student

Passport No \_\_\_\_\_ Expiry Date \_\_\_\_\_

**Current School**

Name of current school \_\_\_\_\_

Current school Year Level \_\_\_\_\_ No. of Years Attended \_\_\_\_\_

Not yet attending school

## Learning/Medical Needs

Are you aware of any special learning needs your daughter may have?  Yes  No

If Yes, please specify \_\_\_\_\_

Does your child have a known disability e.g. physical, intellectual, emotional?  Yes  No

If Yes, please specify disability \_\_\_\_\_

Date of Diagnosis \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Report available for PLC? YES / NO *If yes, please attach*

Has your child ever received support from others eg. tutoring, psychologist, speech pathologist, physiotherapist, occupational therapist?  Yes  No

If Yes, please specify \_\_\_\_\_

Does your daughter have any medical conditions or allergies?  Yes  No

If Yes, please specify condition and medications taken regularly

\_\_\_\_\_

## School Connections

Name(s) of applicant's sister(s) currently on PLC waiting list \_\_\_\_\_

**Name(s) of applicant's close relative(s) who are currently attending PLC or have attended PLC in the past.**

Maiden Name	Relationship to Student	House	Year Left PLC / Current Year level
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_____	_____	_____	_____
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## Father

Family Name \_\_\_\_\_ Title (Dr/Mr/Other) \_\_\_\_\_

Given Names \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Phone Home ( ) \_\_\_\_\_ Business ( ) \_\_\_\_\_

Mobile ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Email \_\_\_\_\_

Occupation \_\_\_\_\_

Employer \_\_\_\_\_

## Mother

Family Name \_\_\_\_\_ Title (Dr/Mrs/Ms/Other) \_\_\_\_\_

Given Names \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Phone Home ( ) \_\_\_\_\_ Business ( ) \_\_\_\_\_

Mobile ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Email \_\_\_\_\_

Occupation \_\_\_\_\_

Employer \_\_\_\_\_

## Family Arrangements

- Are parents separated / divorced?  Yes  No
- Who does your daughter live with?  Both parents  Father  Mother  Other
- Is there a Court Order in relation to your daughter?  Yes  No *If yes, please attach a copy*

## Parent Email Address

Please indicate one email address to be used for formal correspondence from PLC \_\_\_\_\_

## Contact Person in Melbourne (Other than parent)

Name \_\_\_\_\_

Address \_\_\_\_\_ Postcode \_\_\_\_\_

Phone Home ( ) \_\_\_\_\_ Business ( ) \_\_\_\_\_

Mobile ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Email \_\_\_\_\_

## Marketing Information

What influenced your decision to enrol your daughter at PLC?

- Current families  Advertisements  School Tour  Academic Excellence
- Past families  Website  Relocation/Education agent  School's Reputation
- Friend or colleague  Prospectus  Other – please specify \_\_\_\_\_

## Parent Declaration

**Student's Family Name** \_\_\_\_\_

**Student's Given Names** \_\_\_\_\_

I/We request that the above-named student be registered for enrolment to Presbyterian Ladies' College. I/We agree jointly and severally to be bound by the Terms of Enrolment, as printed on the reverse of this form and to accept responsibility for the payment of all fees and charges, should my/our daughter be offered a place and I/we choose to accept it. I/We declare that all relevant information about my/our daughter has been provided in support of this application.

I/We understand that the application for enrolment does not itself constitute an enrolment. Enrolment into PLC is dependent upon a formal offer being made by the Principal. If your application is successful an offer of a place will be made.

**Signature of Father** \_\_\_\_\_

**Date** \_\_\_\_\_

**Signature of Mother** \_\_\_\_\_

**Date** \_\_\_\_\_

Where only one parent/guardian has signed this application, that person must satisfy the College that he/she is the sole parent or legal guardian and will be responsible for all fees and charges.

## To submit application

Please submit this application form, together with

(Check off):

- Application fee
- Passport size photograph
- Copy of birth certificate
- Copy of passport (required if neither parent born in Australia)
- Copy of most recent school report if entering from another school
- Copy of most recent NAPLAN report if applicable
- If a full fee paying overseas applicant or a citizen of a country other than Australia, a copy of appropriate passport and visa details

To: The Registrar  
Presbyterian Ladies' College  
141 Burwood Highway  
Burwood VIC 3125  
Australia

I/we enclose payment of the application fee  \$100  \$200 (students residing overseas)

Cheque Please charge my  Mastercard  Visa Card

Cardholder's Name (as shown on card) \_\_\_\_\_

Expiry Date \_\_\_\_\_

Card Number

**Cardholder's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

## TERMS OF ENROLMENT

The completion and signing of this Application for Enrolment form signifies acceptance of and agreement with the terms relating to the payment of fees and charges and to any other conditions or rules which may be implemented by the College Council, or its appointed representative, to ensure the orderly conduct of the College. The College reserves the right to change these Terms of Enrolment from time to time. Students who are overseas nationals (International students) may be admitted into Australia for education under policies determined by the Australian Government.

### A. Application Fee

A student's name will be registered for enrolment at the College following the submission of the Application for Enrolment form and payment of the application fee. This does not guarantee that a place offer will be made. The application fee covers administration and is non-refundable. The fee, subject to periodic review, is currently \$100 (for students residing in Australia) and \$200 (for students residing overseas).

### B. Enrolment Fee

The College requires payment of a non-refundable, non-transferable (GST free) enrolment fee on acceptance of a place offer. The enrolment fee, subject to periodic review, is currently \$1,200 for Australian students\* and \$1,500 for International students\*\*. Should a student not commence at the College on the agreed start date, the enrolment will be cancelled.

### C. Tuition Fees and Accounts

C.1 Tuition fees for Australian students are billed one term in advance. The first instalment is payable in October for commencement in the following year. The remainder of the tuition fees will be payable in February, April and July of each year. That is, tuition fees consist of four payments spread over twelve months.

C.2 Tuition fees for International students admitted under 'full-fee paying' conditions, are paid annually and must be paid in full before the student begins the school year. Accounts are presented in October of the year preceding entry and are payable within 21 days of the date of issue. If an enrolled International Student's visa application is rejected and written notification of rejection from the visa issue office is supplied to PLC, all tuition and boarding fees already paid will be refunded in full.

C.3 A compulsory technology levy is charged in two instalments each year.

C.4 Boarding Fees for Australian students are billed one term in advance. The first instalment is payable in October for commencement in the following year. The remainder of the boarding fees will be payable in February, April and July of each year. That is, boarding fees consist of four payments spread over twelve months.

C.5 Boarding Fees for International students admitted under 'full-fee paying' conditions, are billed twice yearly, firstly in October preceding the year of study and again in April of the year of study. The invoice in October covers boarding for Terms 1 & 2. The invoice in April covers Terms 3 & 4.

C.6 Invoices are payable within 21 days from the date of issue. A Late Payment fee of \$125 may apply if a payment is not received by the College by the relevant due date.

C.7 Any Credit Card or Direct Debit payment which is declined by the bank, for any reason, will attract an administration fee of \$75.

C.8 The College reserves the right to not permit a student to re-enter classes in a new term when fees remain outstanding.

C.9 All fees and charges are reviewed annually by the School Council.

### D. 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.

Absence from the school during the whole or part of a term does not remove the obligation to make payment of the full term's fees and charges.

### E. Notice of Withdrawal

One full term's notice is required, in writing to the Principal, before the withdrawal of a day student from the College.

Two full terms' notice is required, in writing to the Principal, before the withdrawal of a boarding student from the College.

*Example 1:* 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 last day of attendance of Term 3.

*Example 2:* If your daughter is a boarder 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.

If the required notice is not given, one full term's tuition fees (day student) or one full term's tuition and one full term's boarding fees (boarder) will be payable in lieu.

When a boarder requests a change to daygirl status the same two full terms' notice is required or a penalty of two terms' boarding fees will be payable in lieu.

### F. Siblings

PLC currently offers a 10% sibling discount on the basic annual tuition fee to a student while her older sister is enrolled at the College. This discount is not offered to a family in conjunction with any other fee concession and is not offered to students attending the ELC.

### G. Medical

In the event of an accident or illness when it is impractical, or not possible, to communicate with a parent or guardian, the Principal or Principal's representative may authorise medical, surgical or other treatment recommended by a qualified medical practitioner.

### H. Attendance and Participation

Students returning to the College after school holidays must join their classes on the first day of term. Students are not permitted to leave school 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 school throughout the school year. In enrolling their daughters at PLC parents agree to support the Christian and community activities of the College. All students are required to attend all Christian Studies classes, chapel services, assemblies, camps and excursions.

### I. Discipline of Students

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. 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 her school.

At the discretion of the Principal, a student may be excluded from the school either temporarily or permanently. The financial obligation of the parent/guardian will not be affected by the exercise of such discretion.

### J. Accommodation and Welfare

Special conditions apply to all students whose parents reside overseas. Suitable accommodation arrangements and the appointment of a guardian must be approved by the Principal at the time of enrolment.

All students must remain in these arrangements unless approval for a change is sought and obtained from the Principal.

### K. Uniform

All students are required to wear the school uniform as prescribed, neatly and properly, at school, whilst travelling to and from school and on all school occasions. Each item of clothing must be clean, in good repair and labelled with the girl's name.

### L. Communication

The school publishes a weekly newsletter containing information of importance to parents. This newsletter, to be read by both parents and students, is emailed to parents and is also available via the school's website, or, can be collected from Reception. Information so communicated is deemed to have been received by parents.

Changes of address, phone numbers or other information must be given to the school as soon as the change takes place.

### Additional Information for an International Student

#### Deferring, Suspending or Cancelling Studies

Should a student apply to defer or cancel her studies, the student and family will be counselled on the effect this may have on her academic progress, and on her student visa if applicable. All efforts will be made to support the student to continue her studies successfully at this school.

#### Dispute Resolution

Complaints or grievances that cannot be resolved by consultation with the appropriate member of staff should be taken to the Deputy Principal or the Principal, who will act as the Disputes Officer. Should a serious matter arise and be unresolved by the internal student grievance process, students may have access to an independent adjudicator.

#### National Code of Practice

The School operates within the framework of the National Code of Practice 2007, which can be viewed on the following website:

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\* Australian students - includes Australian Permanent Residents and most visa sub-classes of Australian Temporary Residents.

\*\* International students are Full Fee Paying Overseas students.

## Standard Collection Notice

A requirement of the Australian Privacy Act

**Parents should retain this sheet for future reference.**

The College collects personal information, including sensitive information about students and parents or guardians before, during and beyond the course of a student's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide schooling for your daughter. This includes satisfying the needs of parents and guardians and the needs of the student throughout the whole period she is associated with 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. Some laws governing or relating to the operation of Colleges require that certain information is collected. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We require medical reports about students from time to time. If you do not consent to us obtaining this information we may not be able to enrol or continue the enrolment of your daughter.

The College from time to time has to disclose certain personal information and sensitive information to others, including other Colleges, government departments, medical practitioners, publications and people providing services to the College, including specialist visiting teachers (sports), coaches and volunteers.

Parents may seek access to personal information collected about them and their daughter by contacting the College. However, there will be occasions when access is denied. Such occasions 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 to the student.

As you may know the College from time to time engages in fund raising activities. The information received from you may be used to make an appeal to you.

If you provide the College with the personal information of others, such as doctors, or emergency contacts, you should inform them that you are disclosing that information to the College and why, so that they can access that information if they wish. The College does not usually disclose the information to other parties.

If you wish to obtain a copy of our Privacy Policy please contact the College.



Elaine Collin  
Principal

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