



**PLC PERTH**  
PRESBYTERIAN LADIES' COLLEGE

# Enrolment Agreement and Conditions of Entry

**A College of the Uniting Church in Australia**

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CRICOS provider code 00447B

ABN 26 243 053 105

## 1. PLC Enrolment Agreement

We acknowledge this document contains the Conditions of Entry and Continuing Enrolment which is an agreement between the student, the parent[s]/guardian[s] and Presbyterian Ladies' College – Perth [PLC/the College] [the "PLC Enrolment Agreement" or "Agreement"].

The PLC Enrolment Agreement is a continuing and binding agreement for the duration of the student's enrolment at PLC and will continue to apply for the duration of time the student attends the College [including after the student turns 18 years of age]. This document formalises the terms and conditions of enrolment on which the student will be enrolled at PLC.

This Agreement is between our child [the student], us as their parent[s]/guardians[s] and PLC. This Agreement includes the following PLC policies and documents provided with this Agreement, communicated to us or published on the PLC website or PLC SEQTA:

- This PLC Enrolment Agreement
- The Enrolment Application Form
- The Letter of Offer from PLC
- Schedule of Fees and Business Conditions [as amended from time to time]
- PLC Community Code of Conduct
- PLC Working in Partnership – Staff and Parent Guidelines
- PLC Boarding Handbook [as applicable]
- All other PLC policies in existence from time to time.

We understand that we must read this PLC Enrolment Agreement and the accompanying policies and documents. If there is a dispute, PLC will refer to this PLC

Enrolment Agreement and the accompanying policies and documents to establish enforcement of terms and conditions of enrolment.

## 2. Student conduct

We agree to uphold the rules and values of the College and other requirements as communicated to us from time to time and will encourage our child to uphold and support the College's standards of behaviour.

### 2.1 Parent/Legal Guardian Conduct

We accept and will abide by the requirements and directions of the PLC Council and the Principal and not interfere in any way with the conduct, management and administration of the College. We agree to support all PLC policies and to co-operate with teachers and administrators in this regard and to support the principles, values, ethics and aims of the College.

To this end, we will abide by the provisions of the PLC Community Code of Conduct and the PLC Working in Partnership – Staff and Parent Guidelines. In particular, we will treat other parents/guardians, students and PLC staff with fairness, courtesy and respect at all times. We will not act in a manner that would damage the reputation of PLC, bring it in to disrepute or which would reasonably cause other parents/guardians, students or PLC Staff to be offended, humiliated or intimidated. We will use our best endeavours to support PLC to build a mutually beneficial and trusting relationship between us and PLC staff.

### 2.2 Uniform

We understand that all students are required to wear the PLC uniform as prescribed; neatly and properly at PLC, in travelling to and from PLC, and on all College occasions



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unless otherwise instructed. Each item of clothing must be clean, in good repair and labelled with the student's name.

## 2.3 Attendance and absences

We accept that students must attend school during the whole term. If our child is absent from school or arrives late to school, we will advise the College as soon as practicable via the PLC App. Absences [due to illness] of more than three days will require a medical certificate. Approval for extended leave for any reason other than illness must be sought at least two weeks beforehand through the Head of the relevant sub-school.

## 2.4 Attendance at College Activities

We will support the Christian and communal activities of PLC. We acknowledge that our child must attend all classes, Chapel services, assemblies, outdoor education programmes and compulsory College events such as Speech Night and Inter-School events. The Principal will excuse students from attendance only in special circumstances.

By enrolling our child at PLC, we acknowledge that all College activities, including excursions and outdoor education programmes, form an essential part of PLC's teaching and learning curriculum, and student attendance is expected.

## 2.5 Discipline

We agree to support PLC, its values and its discipline policy, including its guidelines and expectations. A student's behaviour is required to be at all times lawful, safe for all concerned, considerate of others and a good reflection on the student, the student's family and PLC.

## 2.6 Personal belongings

We understand that our child is responsible for their personal belongings and PLC will not be liable for any loss of those belongings. All items must be labelled with our child's name.

## 3. Communication between Parents and PLC

### 3.1 PLC communications

We acknowledge that PLC will send communications to us at the physical and/or email addresses we supply on the Enrolment Application Form. PLC may also send communications to us via PLC SEQTA and the PLC App.

### 3.2 Advising the College of changes

We agree to advise the College, as soon as possible, about any specific needs that could affect our child's participation in curricular and co-curricular programmes and activities provided by PLC, including health issues. We agree to inform the College of the details of any Court Order or Parenting Plan relevant to the student and any

changes to any Order or Plan.

We will advise the College in writing of any change of address, contact details or other information on the Enrolment Application Form.

### 3.3 Privacy and the use of imagery

On occasion, information such as student activities, student work, academic, artistic and sporting achievements, and similar news is published in College publications, on the PLC website and PLC social media. This may include photographs and videos of student activities such as sporting events, College excursions and tours.

If we do not wish to give permission for the publication of our child's image or work, we understand we must advise the Principal in writing of our objection and provide a photograph of our child to enable the College to identify, withhold or remove our child's image from publication.

#### 3.3.1 College Publications

We understand that our child's photographs or work may be published in College publications, such as College newsletters and internal publications. By enrolling our child at PLC, we give permission for our child's photograph or work to be published from time to time in these contexts.

#### 3.3.2 Website and social media

We understand that from time to time PLC publishes photographs of students or student work online, such as on the PLC website and PLC social media. By enrolling our child at PLC, we give permission for our child's photograph or work to be published from time to time on the PLC website and PLC social media.

#### 3.3.3 Marketing

We understand that if the College would like to include photographs, videos, or other identifying material of our child in its advertising or promotional material, PLC will seek our explicit permission prior to publication.

### 3.4 Permission to contact previous school attended

We give permission for PLC to contact our child's previous school for the purpose of collecting information regarding academic, pastoral or administrative matters.

### 3.5 School reports

We acknowledge that our child's school reports are accessible via PLC SEQTA.

Where parents are separated or divorced, we understand that reports will be accessible by both parents. The only circumstance when this will not occur is where the College is given a copy of a Court Order, which stipulates



reports are to be accessible by one parent only.

### 3.6 Newsletters

We acknowledge that PLC publishes newsletters on a regular basis. Newsletters contain information of importance to parents/guardians. We agree to read the newsletter and stay informed of PLC news and activities.

## 4. Conditions of Boarding

We understand that every student residing in the Boarding House must have a Perth-based local carer during their enrolment at the College. The local carer is responsible for the student in the absence of the student's parents/guardians and must live within a reasonable distance from the College, as determined by the College. This is important to enable the student to be collected by the local carer in the event that the student becomes ill or needs to be accommodated outside the PLC Boarding House for any reason.

## 5. Courses and programmes

PLC reserves the right to amend its academic and other programmes at any time without notice. This may include discontinuance of subjects and other programmes.

## 6. Medical Details

We will complete and return a medical disclosure form as required by the College prior to our child's commencement. When necessary and when PLC requests it, we will provide current health and medical information that is relevant to our child participating in and attending the College and College-related activities.

We understand that PLC reserves the right to require that our child be collected if our child is too ill to remain at the College or in PLC's Boarding House.

We acknowledge that PLC does not take any responsibility for insuring the cost of hospital or medical (including dental) treatment in the case of accidents involving our child while playing sport or taking part in College activities.

### 6.1 Urgent Medical Treatment

In the event that our child needs urgent hospital or medical treatment, including but not limited to injections and blood transfusions, and the College is unable to contact us after making reasonable efforts, we authorise PLC to give authority for such treatment.

In the instance that urgent, emergency hospital or medical treatment is given to our child, we accept that the College or its employees or agents are exempt from any legal liability.

We indemnify the College, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment.

### 6.2 Immunisation

We acknowledge that we are required to supply the College with a current Immunisation History Statement (IHS) when enrolling our child. The IHS must be no more than 2 months old.

We acknowledge that all students enrolled into the pre-compulsory years at PLC (Pre-kindergarten and Kindergarten) must satisfy the requirements of s.141D(2) of the *Public Health Act 2016* (WA) regarding immunisation status. If we are enrolling our child in Pre-Kindergarten or Kindergarten we must demonstrate that our child's immunisation status is 'up to date', or that our child is on an approved catch up schedule, as reflected on their IHS or satisfy other acceptable criteria. If our child's IHS does not reflect an immunisation status of 'up to date' and our child is not on an approved catch up schedule, PLC reserves the right to decline our child's enrolment.

We understand that overseas immunisation records will not be accepted by PLC. Parents/guardians must provide any information about their child's overseas vaccinations to a local immunisation provider, who will register the child on the Australian Immunisation Register (AIR), upload any previous vaccinations to the AIR and provide any overdue vaccinations to the child.

## 7. Fees and other charges

### 7.1 Business Conditions

Each year, Business Conditions are published in the Schedule of Fees that is distributed to each PLC family. The PLC Council reserves the right to vary its Business Conditions from time to time. Such current conditions or variations shall be outlined in each year's Schedule of Fees or notified from time to time.

### 7.2 Paying fees

Fees are charged on an annual basis and are payable in four instalments, except for Year 12 tuition and boarding fees, which are billed in three instalments. Instalments of the fees and expenses are due and payable on the first day of each term.

Tuition Fee concessions apply when the full year's fees are paid within fourteen days of the commencement of the first School term. This concession is not available on boarding.

We acknowledge that if the fees are not paid within the period specified then a late-payment fee will be charged and reversal of any concessions on accounts will occur.



Direct debits returned unpaid may also incur a late-payment fee. Parents are liable for any costs incurred by the College in recovering outstanding amounts.

### 7.3 Payment of Acceptance Fee

We acknowledge that upon receipt of the Letter of Offer, we are required to pay the Acceptance Fee by the specified date to confirm our child's place at PLC. We understand this fee is non-refundable and non-transferable and will not be returned if we decide not to take up enrolment at the College.

### 7.4 Joint and several liability

We understand that in signing this PLC Enrolment Agreement we accept joint and several liabilities for paying all fees and other charges as set out in the Fees Schedule. If one signatory fails to pay the fees, any other person who signed this PLC Enrolment Agreement will be held responsible, even if there is an arrangement between the signatories or with another person regarding who is to pay.

### 7.5 Hardship

We acknowledge that in enrolling our child at PLC we have committed to paying school fees for the period of the student's education at the College and that we have

carefully considered the financial commitment involved.

### 7.6 Deferral of entry

We acknowledge that if we wish to transfer the date of entry of our child to the College we will give a minimum of one Term's notice, in writing, to the Principal. We understand that if we fail to give such notice, we will be liable for fees equivalent to 25% of the annual tuition fee in lieu. The College, in its absolute discretion, may or may not agree to the request to deferral of entry.

If our request to defer to a later entry point is granted, we understand that we will be placed on a waiting list for the year requested. If a place becomes available, we will be required to pay the difference between the current Acceptance Fee and the Acceptance Fee previously paid, to confirm that place.

### 7.7 Withdrawing child from PLC

We acknowledge that one term's notice, in writing, must be given to the Principal before the withdrawal of our child from the College. We understand that if we fail to give such notice, we will be liable for fees equivalent to 25% of the annual tuition fee in lieu.

All school property must be returned to the College in good working condition. Failure to do so will render parents/guardians liable for all associated costs.

### 7.8 Withdrawing child from Boarding

Enrolment in Boarding is deemed to be for the four terms of each calendar year of a boarder's enrolment. Once a boarder commences a school year, the full boarding fee for that year is payable. In the event of the withdrawal of a student from the Boarding House during the year, the parents/guardians will be liable for any unbilled boarding fees for the remainder of the year or 25% of the annual boarding fee, whichever is the greater.

We acknowledge that if we intend to withdraw our child from Boarding at the end of the calendar year, other than Year 12, a minimum of one term's notice, in writing, to the Principal is required. In default of such notice, one quarter of the annual boarding fee will be payable, in addition to the fee payable for the period the student was enrolled.

### 7.9 Special subjects (including music)

We acknowledge that one term's notice, in writing, must be given to the relevant Department before the withdrawal of our child from a subject incurring additional costs. We may be liable for one term's fees in lieu, if we fail to give such notice.

### 7.10 Absence for extended period

We understand that there will be no reduction of fees on account of absence from the College. Any extended absence from the College must be approved, in writing, by the Principal.

## 8. Exclusion

If the Principal reasonably considers that:

- a student is guilty of a breach of the PLC's guidelines and expectations;
- a student has otherwise engaged in conduct which is prejudicial to the College, its students or staff;
- a mutually beneficial and trusting relationship between a parent/guardian and PLC, or a parent/guardian and PLC staff, has broken down,

the Principal may temporarily suspend the student or if the circumstances in any case are assessed by the Principal as serious or irretrievable, the Principal may terminate this Agreement and the enrolment of the student at PLC. In such case, no remission of fees will be granted.

## 9. Indemnifying the College

We will indemnify the College against any claim, cost, damage or suit which another party brings against PLC arising out of our child failing to comply with this Agreement, the College rules and policies or any reasonable direction of College staff while at PLC or while travelling to or from PLC.

We agree to be liable for any damage our child causes to College property.



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## 10. Privacy and collection notice

Under the *Privacy Act 1988* [Cth], PLC is required to provide parents/guardians with certain information about how the College protects their privacy and how PLC complies with the requirements of the *Privacy Act* and the 13 Australian Privacy Principles [APPs]. This information is set out in PLC's Privacy Policy which is available on the PLC website and also available in hard copy upon request from the Admissions' Office.

The PLC Privacy Policy describes:

- Who PLC collects information from;
- The types of personal information collected and held by PLC;
- How this information is collected and held;
- The purposes for which personal information is collected, held, used and disclosed;
- How to gain access to personal information and seek its correction;
- How to enquire or raise a complaint about PLC's collection, handling, use or disclosure of personal information and how that enquiry or complaint will be handled; and
- Whether PLC are likely to disclose personal information to any overseas recipients.

We agree that we have read PLC's Privacy Policy and if we have any queries with respect to its content, we will contact the PLC's Privacy Officer at [privacy@plc.wa.edu.au](mailto:privacy@plc.wa.edu.au).

## 11. Misleading information

We agree that if we provide any misleading or inaccurate information in the Enrolment Application Form or in any other documentation provided to the College, the College may refuse to enrol our child or may suspend or terminate our child's enrolment at PLC.

## 12. Alteration to PLC Enrolment Agreement and Conditions of Entry

We accept that this PLC Enrolment Agreement and Conditions of Entry may be amended by the College from time to time on the provision of one Term's notice and any alteration will be binding on us as if originally embodied in this Agreement.

## Compliance with PLC Enrolment Agreement and Conditions of Entry

By signing the PLC Enrolment Agreement and Conditions of Entry we, together with our child, agree to accept all the terms and conditions of our child's enrolment with PLC and agree to comply with the College's rules and policies, including the terms of this Agreement.

**Name of Child** *[please print]*

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**Year of Entry**

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This Agreement must be signed by both parents/guardians. Where only one parent/guardian has signed this Agreement, that person must satisfy the College that he/she is the sole parent or guardian and will be responsible for all fees and charges.

I/We have read the Business Conditions on the Schedule of Fees.

I/We the undersigned jointly and severally agree to be bound by the PLC Enrolment Agreement and Conditions of Entry.

**Name of Parent/Guardian 1** *[please print]*

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**Signature of Parent/Guardian 1**

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**Name of Parent/Guardian 2** *[please print]*

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**Signature of Parent/Guardian 2**

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**Date**

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