



PLC ARMIDALE

ENROLMENT FORM

While much of the information requested below is for the sole use of PLC Armidale, parents should be aware that some questions request information that the school must provide to government agencies. Please provide all information requested.

STUDENT DETAILS:	
SURNAME:	
FIRST NAME(S):	
PREFERRED NAME:	
DATE OF BIRTH:	
COUNTRY OF BIRTH:	
CITIZENSHIP: AUSTRALIAN/OTHER (PLEASE SPECIFY) (+YEAR OF ARRIVAL):	
ABORIGINAL OR TORRES STRAIT ISLANDER:	
LANGUAGE SPOKEN AT HOME:	
RELIGIOUS AFFILIATION:	<input type="checkbox"/> YES <input type="checkbox"/> NO
PROPOSED YEAR OF ENTRY:	
YEAR LEVEL AT ENTRY:	
ENROLLING AS:	<input type="checkbox"/> BOARDER <input type="checkbox"/> WEEKLY BOARDER <input type="checkbox"/> DAY STUDENT
PREVIOUS SCHOOL:	
LEVEL OF EDUCATION MOST RECENTLY COMPLETED:	
BOARD OF STUDIES NO. (IF KNOWN):	
MOBILE PHONE NO:	
EMAIL:	

FATHER'S DETAILS

TITLE :	
NAME:	
ADDRESS:	
POST ADDRESS IF DIFFERENT:	
COUNTRY OF BIRTH:	
PHONE (HOME):	
PHONE (BUSINESS):	
MOBILE:	
FAX:	
EMAIL:	
HIGHEST YEAR OF PRIMARY OR SECONDARY EDUCATION ATTAINED:	
HIGHEST QUALIFICATION ATTAINED:	
LANGUAGE SPOKEN AT HOME:	
OCCUPATION:	

MOTHER'S DETAILS

TITLE :	
NAME:	
ADDRESS:	
POST ADDRESS IF DIFFERENT:	
COUNTRY OF BIRTH:	
PHONE (HOME):	
PHONE (BUSINESS):	
MOBILE:	
FAX:	
EMAIL:	
HIGHEST YEAR OF PRIMARY OR SECONDARY EDUCATION ATTAINED:	
HIGHEST QUALIFICATION ATTAINED:	
LANGUAGE SPOKEN AT HOME:	
OCCUPATION:	

Note: If parents are separated or divorced please advise custody situation and where accounts should be sent.

Please tick if a second report is required

EMERGENCY CONTACT DETAILS

Details provided below will be used in case of an emergency or an unexplained absence, when a parent cannot be contacted.

NAME:	
RELATIONSHIP:	
ADDRESS:	
PHONE (HOME):	
PHONE (BUSINESS):	
MOBILE:	
EMAIL:	

AUSTRALIAN GUARDIAN (For Overseas Students)

NAME:	
ADDRESS:	
PHONE (HOME):	
PHONE (BUSINESS):	
MOBILE:	
FAX:	
EMAIL:	

PRESENT OR PREVIOUS CONNECTION WITH PLC ARMIDALE

NAME OF CURRENT OR FORMER STUDENT:	
MAIDEN NAME:	
FIRST NAME(S):	
GUILD (IF KNOWN):	
RELATIONSHIP TO STUDENT:	

PLEASE TICK APPROPRIATE BOXES

USE OF IMAGES

(ie photographs, extracts from video products etc.) of Students in School Publications and Marketing Promotions

I/we give permission for the use of images of our child in school publications and for the purpose of promotion of the school.

Please list any exclusions: _____

RELEASE OF PERSONAL INFORMATION TO PLC COMMUNITY ORGANIZATIONS

I/we give permission for the release of our personal information to PLC community organizations as required. I/we understand that this could include publication of contact details to P&F Liaison Parents and publication of a School Directory.

RELEASE OF PERSONAL INFORMATION TO VARIOUS GOVERNMENT ORGANIZATIONS

I/we give permission for the release of our personal information to government organizations as required (ie Back to School Allowance)

FATHER:	
DATE:	
MOTHER:	
DATE:	
GUARDIAN (IF APPLICABLE):	
DATE:	

ENROLMENT AGREEMENT

I/we the undersigned agree, jointly and severally, to be bound by the Conditions of Enrolment (see over) and to pay all fees and expenses that may be charged from time to time by PLC Armidale. I/we understand that a full terms notice is required prior to the withdrawal of a student from PLC Armidale, and that fees in lieu of such notice will be charged.

FATHER:	
DATE:	
MOTHER:	
DATE:	
GUARDIAN (IF APPLICABLE):	
DATE:	

CONDITIONS OF ENROLMENT

Enrolment, Financial and Medical Matters

In enrolling a student at Presbyterian Ladies College Armidale the parent(s) or guardian(s) accepts and agrees to be bound by these Conditions of Enrolment, jointly and severally and acknowledges liability for all fees and charges.

Enrolment Fee. This fee is non-refundable and contributes directly towards the provision of school teaching resources and improvements.

Primary: \$600 to be paid prior to enrolment at PLC Armidale into PK-6 and a further \$600 to be paid when continuing into Year 7.

Secondary: \$1200 to be paid prior to enrolment at PLC Armidale into Years 7-12. (Those students continuing into Year 7 from Year 6 please refer to above).

Once a student is in attendance at PLC Armidale **at least one term's notice of withdrawal must be given in writing to the Principal.** Such notice must be given no later than the first day of the school term at the end of which the notice expires. In default of such notice an amount equal to one term's fees (tuition and/or boarding) of the full annual fee will be charged (any fee discounts do not apply and will not be deducted). If a student is to change status from boarding to day, student the same notice applies or an amount equal to one term of the annual boarding fee will normally be charged.

Annual fees are charged in three equal instalments at the beginning of Terms 1, 2 and 3 with interim accounts sent out regularly throughout the year. Payment options are cheque, cash, BPay, credit card or Direct Debit Scheme. Payments made by credit card will attract a 1% surcharge (not applicable to building/scholarship fund donations). In the event of financial difficulty, special arrangements may be made. Early notification of problems will assist in preventing debt collection action. Please contact the Accounts Department to discuss payment plan options.

The school is authorised to charge to accounts items such as (but not limited to) photocopying, uniform expenses, excursion costs, sporting costs, text book levies, technology fees and medical expenses (overseas student only).

A \$50 Administration fee may be charged on accounts not paid by the due date of the account unless an authorised payment plan has been approved.

Each family will be charged \$60 Life Membership of the PLC P&F Association. The P&F Association supports the school in the vital role of fundraising for resources and facilities needed by the school.

I/We understand that payment of my/our account is my/our responsibility, jointly and severally. Should my/our account be placed in the hands of debt recovery consultants, then I/we hereby agree to pay all expenses relating to the recovery of my/our account, and any default debt may be reported to a credit reporting agency.

Respecting and caring for others are Christian values foundational to PLC Armidale. In accepting enrolment girls and parents acknowledge their intention to follow the Welfare and Discipline Policy.

It is an expectation of PLC Armidale that all students will participate in the Christian activities provided in the school.

In case of the need for urgent medical or hospital treatment for a student and if his/her parents or guardians are not readily contactable, a member of the school staff is authorised to give authority for such treatment without the school or staff member incurring any legal liability to the parent, guardian or student. In this regard, the parent or guardian indemnifies the staff, the school management, and the Trustees against any claims which might arise as a result of such treatment.

The Principal reserves the right to suspend or terminate an enrolment. No remission of fees will be made in the case of suspension or removal of a student for unacceptable conduct or failure to pay fees.

These conditions of enrolment together with the general policies of the school as outlined in the current Information Booklets constitute the terms of the contract between the parents and/or guardians of the student/s and PLC Armidale.

Revised 5 November 2014



PLC ARMIDALE

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FAX 02 6770 1797

EMAIL enrolments@plcarmidale.nsw.edu.au

WEB www.plcarmidale.nsw.edu.au

In alliance with **PLC SYDNEY**

OFFICE USE ONLY: