



PLC ARMIDALE

REGISTRATION FORM

STUDENT'S NAME IN FULL:	(FAMILY NAME) (OTHER NAMES)
DATE OF BIRTH:	
RELIGIOUS AFFILIATION:	
COUNTRY OF BIRTH:	
REGISTERING AS A:	<input type="checkbox"/> BOARDER <input type="checkbox"/> WEEKLY BOARDER <input type="checkbox"/> DAY STUDENT
PROPOSED DATE OF ENTRY:	
YEAR LEVEL OF ENTRY:	
IF PRE- KINDER - PROPOSED DAYS (Please circle):	MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY
IS THE STUDENT ABORIGINAL OR TORRES STRAIT ISLANDER:	<input type="checkbox"/> YES <input type="checkbox"/> NO
NAME OF PARENTS OR LEGAL GUARDIANS:	
ADDRESS:	
PHONE (HOME):	
PHONE (BUSINESS):	
MOBILE:	
EMAIL:	

I ENCLOSE THE REGISTRATION FEE (\$220.00) WHICH I UNDERSTAND IS NON-REFUNDABLE.

OR

Payment has been direct deposited to PLC Armidale at Commonwealth Bank Burwood BSB 062-128 Account 1034 5355. (Please quote child's name as reference)

OR

PLEASE DEBIT MY CREDIT CARD NUMBER: (with the application processing fee \$220.00)	
EXPIRY DATE:	
NAME ON CARD:	
SIGNED:	

PLEASE ALSO ENCLOSE A PASSPORT STYLE PHOTO OF YOUR DAUGHTER FOR OUR REFERENCE ONLY.

SIGNATURE OF PARENT OR GUARDIAN:	
DATE:	

I have read and I understand the terms and conditions of enrolment which are located on the reverse of this form and on the school's website.

In the event of demand exceeding places, the date on which the Application for Enrolment reached the School will be one factor in establishing priority.

Prior to interview a copy of the latest two School Reports will be required.

Please keep the School informed of changes of address.

GENERAL FEE INFORMATION AND CONDITIONS OF ENROLMENT

The tuition fee provides for a basic range of academic services available at the school including some incidental expenses such as local sporting and academic excursions, some music costs and student accident insurance. Expenses associated with major excursions, elective subjects, sport and end-of-year activities are charged separately. A textbook levy of \$100 per student from Kindergarten to Year 12 is charged with the first fee instalment. An annual technology fee will be charged with the first fee instalment for students who are involved in the BYOT program that covers access to the internet and maintenance of the school network. The boarding fee provides for complete house care and accommodation, school health centre facilities, study and meal services. Laundry services associated with linen and towels are included. The boarding fee does not cover incidental expenses such as taxis, dry cleaning, weekend activities or medical expenses and it is expected that boarders will have access to sufficient funds to pay for these items. The enrolment fee is non-refundable and contributes directly towards the provision of school teaching resources and improvements.

SIBLING DISCOUNTS

These are available from Kindergarten to Year 12.

Tuition fee discount:

2nd child 10%

3rd and subsequent child 25%

Boarding fee discounts:

2nd and subsequent child 25%

These discounts apply to new students enrolled from January 2016. Please note that sibling discounts are not available in conjunction with any other discount or fee relief.

TAX DEDUCTIBLE DONATIONS

Tax deductible donations to the PLC Building and Scholarship Funds can be made in addition to fee account payments or by direct payment. Please contact the school for further information.

FEE CHANGES

Please note that all fees in this Fee Schedule are subject to change without notice and are applicable from the revision date shown.

CONDITIONS OF ENROLMENT AND WITHDRAWAL

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.

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 at the end of terms 3 and 4. Payment options are cheque, cash, BPay, direct deposit, credit card (Mastercard, Visa or American Express) and 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 applied for. 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 (but not limited to) such as photocopying, uniform expenses, excursion costs, sporting costs, textbook levies, technology fees and medical expenses (overseas students only).

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

Each family will be charged \$100 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 policies of the college.

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 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 29 October 2015



PLC ARMIDALE

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In alliance with **PLC SYDNEY**

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