



PVCC

## 2020 Business Terms

Plenty Valley Christian College  
840 Yan Yean Road  
Doreen Vic 3754  
Reg. No: 1826 ABN: 87 670 414 115



**Plenty Valley**  
CHRISTIAN COLLEGE  
In Christ: Wisdom & Knowledge

## Contents

<b>1</b>	<b>Summary of changes</b> .....	<b>4</b>
1.1	2020 changes .....	4
<b>2</b>	<b>General information</b> .....	<b>5</b>
2.1	Staff details .....	5
2.2	Contact details .....	5
2.3	Office hours .....	5
2.4	Important Dates.....	5
<b>3</b>	<b>Fees and charges</b> .....	<b>5</b>
3.1	Registration of Interest for Enrolment Fee .....	5
3.2	Acceptance of Enrolment Fee.....	5
3.3	College Tuition Fees and Resource Levy .....	6
3.4	Parent Participation Fee.....	6
3.5	College Fee schedule .....	6
3.6	Family concessions.....	6
3.7	Other concessions.....	7
3.7.1	Fee assistance .....	7
3.7.2	Discount for payment of fees in advance .....	7
3.7.3	Discount for ministers and missionaries.....	7
3.8	Other fees and levies .....	7
3.8.1	VCAL.....	7
3.8.2	VET courses.....	7
3.8.3	Ad hoc charges.....	7
3.8.4	Plenty Valley Christian College Instrumental Music Tuition .....	8
3.8.5	User pays activities .....	8
3.8.6	Declaration of Fee Payment .....	8
3.9	School Bus Service .....	8
3.9.1	School Bus Service Application .....	9
3.9.2	School Bus Code of Conduct .....	9
3.9.3	School Bus Service billing.....	9
3.9.4	Withdrawal of Student from School Bus Service .....	9
3.9.5	Conveyance Allowance .....	9
3.10	Outside School Hours Care & Holiday Programs.....	9
3.11	Book lists .....	9
3.12	College uniform .....	9
<b>4</b>	<b>General Business Rules</b> .....	<b>9</b>
4.1	Withdrawal of students .....	9
4.1.1	College initiated withdrawal.....	9
4.1.2	Parent or guardian initiated withdrawal.....	10
4.1.3	Fees paid in advance.....	10
4.1.4	Long term absences from school.....	10
4.1.5	Fee relief .....	10
4.1.6	Extended leave of absence .....	10
4.2	Government allowances .....	10
4.2.1	Private Bus or Private Car Travel Conveyance Allowance .....	10
4.2.2	Camps, Sports and Excursions Fund .....	10
4.3	Wilful damage.....	11
4.4	Health restrictions .....	11
4.4.1	Students with medical conditions.....	11
4.4.2	General health restrictions .....	11

<b>4.5</b>	<b>College communications</b> .....	<b>11</b>
4.5.1	College website.....	11
4.5.2	College Newsletter.....	11
4.5.3	Plenty Valley Christian College Facebook page and PVCC Families Facebook group .....	11
4.5.4	Exclusion from multimedia* .....	11
<b>4.6</b>	<b>Camps and Excursions</b> .....	<b>12</b>
<b>4.7</b>	<b>Canteen</b> .....	<b>12</b>
<b>4.8</b>	<b>Student accident insurance</b> .....	<b>12</b>
<b>5</b>	<b>Billing and Payment of Fees</b> .....	<b>12</b>
5.1	Billing details .....	12
5.2	2020 Billing process.....	12
5.2.1	Annual fee invoice .....	12
5.2.2	Payment Plans and methods .....	12
<b>6</b>	<b>2020 Term Dates</b> .....	<b>13</b>
<b>7</b>	<b>2020 Parent Teacher Interview Dates</b> .....	<b>14</b>
<b>8</b>	<b>2020 College Photo Days</b> .....	<b>14</b>

## 1 Summary of changes

The 2020 Business Terms sets out the terms and conditions under which students are currently enrolled at Plenty Valley Christian College. The 2020 Business Terms contains the 2020 Schedule of Fees which were approved by the College Board and is current at the time of publishing. The College's terms and conditions as signed by parents contain an acknowledgment that the College may alter its terms and conditions from time to time and that parents are bound by such changes from their date of publication. In addition, under the College's terms and conditions, parents agree to pay the published fees on the published due dates, and those terms provide that the College may change fees and charges on reasonable notice. These Business Terms comprise the notice regarding changes in fees for the avoidance of doubt.

**The 2020 Business Terms is an important College document and I would ask that all parents/guardians read the document and retain it for reference throughout the 2020 College Year.**

**I encourage you to contact the Business Office if you require further clarification of any information contained in this document.**

### 1.1 2020 changes

The 2020 Business Terms incorporates the following major changes:

1. Families will receive an email notification that their invoice for the **full year** fees is available to view via the FACTS Management Portal by 29 November 2019. It is each parent's responsibility to log into the portal and access your 2020 fees and set up a payment plan. For set up and access issues, please contact the FACTS Management helpdesk on 1300 322 871 in the first instance.
2. Payment plans are structured to enable full payment of fees by Thursday 21 November 2020. Please ensure that you have elected to enter a payment plan before **Friday 25 January 2020**.
3. Parents may choose to pay a discounted annual fee if payment is made by 7 February 2020; alternatively, the full annual fee is payable via direct debit on quarterly, monthly, fortnightly or weekly payment plans. Quarterly payment plans are the default option if no payment plan is selected.
4. There is an average increase of 2.8% across 1st Child College Tuition Fees. For 2020, sibling discounts for students between Prep and Year 12 are; 2nd Child: 33%, 3rd Child: 60%, 4th and consecutive Child: 100%. Note: No sibling discounts apply for Early Learning Centre students. The 2020 College Fee Schedule can be found on page 6.
5. Payment of school fees is to be completed through the FACTS Management Portal.
6. Any credit card payments will incur a 0.5% transaction fee from 1 January 2020. Only Visa and Mastercard are accepted. Direct debits from a bank accounts do not incur a fee.
7. A Resource Levy has replaced our previous Camp Fee and includes compulsory incursions and excursions.
8. Students participating in the optional Duke of Edinburgh Silver or Bronze Award Program will be billed a separate fee.
9. No increase in music tuition fees. A reminder to parents/guardians that they will be liable for payment of 4 weeks Music Tuition Fee, if they formally accept a Music Tuition position for a student and subsequently withdraw after the commencement of the term.
10. Parents are required to read and agree to comply with the **Enrolment Terms and Conditions, Parent Code of Conduct** and other **College Policies** relating to Students as part of the 2020 Acknowledgement of Business Terms & Policies via the EdSmart Portal. These documents are also available on the College website.



Mr. John Metcalfe  
**Principal**  
**Plenty Valley Christian College**

15 November 2019

## 2 General information

### 2.1 Staff details

Name	Position	Enquiry
Michelle Cothill	Finance Manager	<ul style="list-style-type: none"> <li>▪ Arrangements for financial difficulty</li> <li>▪ Instalment plan arrangements</li> </ul>
Mardi Anderson	Registrar	<ul style="list-style-type: none"> <li>▪ Student enrolments and withdrawals</li> </ul>
	Business office staff	<ul style="list-style-type: none"> <li>▪ Debtor account enquiries</li> <li>▪ General fee and billing enquiries</li> <li>▪ School bus service enquiries</li> <li>▪ Camps Sports and Excursions Fund (CSEF)</li> <li>▪ Government conveyance allowance</li> </ul>

### 2.2 Contact details

#### Email

College email	<a href="mailto:office@pvcc.vic.edu.au">office@pvcc.vic.edu.au</a>
Accounts email	<a href="mailto:accounts@pvcc.vic.edu.au">accounts@pvcc.vic.edu.au</a>
College website	<a href="http://www.pvcc.vic.edu.au">www.pvcc.vic.edu.au</a>

#### Phone

Phone number	(03) 9717 7400
Fax number	(03) 9717 7475
Absentee number	(03) 9717 7499

### 2.3 Office hours

The office will generally be open during the following times:

Term	8:00 a.m. to 4:30 p.m. weekdays
Term 1, 2 and 3 term holidays	9:00 a.m. to 4:00 p.m. weekdays
Christmas/summer holidays	Please refer to College website for details

### 2.4 Important Dates

Event	Dates
Payment Plans detailing proposed Instalments for 2020 fees available online (FACTS Management Portal)	29 November 2019
Final Date for Confirmation of 2020 Music Tuition Enrolment	6 December 2019
Acknowledgement of 2020 Business Terms & Policies via EdSmart Portal	1 January 2020
Last day for Payment Plans to be selected via the FACTS Management Portal	25 January 2020
Final Date for Payment of Fees in Advance (Discounted)	7 February 2020
2020 Conveyance Allowance Applications Due	8 February 2020
2020 Camps, Sports Excursion Fund Applications Due	Term 1, 2020

## 3 Fees and charges

### 3.1 Registration of Interest for Enrolment Fee

An Application for Enrolment Fee of \$25 per student is payable by prospective parents/guardians to apply for a position at the College for their child. This fee covers administrative costs and is non-refundable. The payment of this fee does not guarantee a place for a student; it offers the opportunity for the child to participate in the enrolment process. Places will be offered in accordance with the College's Enrolment Policy.

### 3.2 Acceptance of Enrolment Fee

An Acceptance of Enrolment Fee of \$500 is payable by parents/guardians to formally accept their child's position at the College.

The payment is due prior to the child starting at the College and is not refundable under any circumstance.

### 3.3 College Tuition Fees and Resource Levy

The College Tuition Fees are reviewed and approved by the Plenty Valley Christian College Board on an annual basis. However, they may be subject to alteration at any time. Parents/guardians will be notified in writing of any such alteration.

Parents/guardians are expected to pay fees and charges as are from time to time fixed by the College Board. Such fees and charges being payable on the due date stated on the account rendered by the College or in accordance with other arrangements as agreed to by the Business Manager or Principal.

The Resource Levy includes excursion levies for each year level, this means that parents will not be billed for individual compulsory excursions during the year. Note: No refunds of the Resource Levy will be provided in the event of a non-attendance at an excursion, camp or any other extra-curricular activity covered by this levy.

### 3.4 Parent Participation Fee

A Parent Participation Fee of \$400 is debited to a family account at the beginning of the year for parent participation in nominated areas of assistance. This is credited against the account at the end of each quarter at \$20 per hour of assistance, up to a maximum of \$400.

### 3.5 College Fee schedule

#### College Tuition Fees

	1st Child	2nd Child 33% Discount	3rd Child 60% Discount	4th & Subsequent 100% Discount
Year Level	Annual	Annual	Annual	No Charge
Prep	\$6,508	\$4,360	\$2,603	
Year 1 - 2	\$6,992	\$4,685	\$2,797	
Year 3 - 4	\$7,384	\$4,947	\$2,954	
Year 5 - 6	\$7,744	\$5,188	\$3,098	
Year 7 - 8	\$8,652	\$5,797	\$3,461	
Year 9 - 10	\$9,440	\$6,325	\$3,776	
Year 11 - 12	\$10,404	\$6,971	\$4,162	

\*For Plenty Kids Early Learning Centre fee information please refer to <https://www.pvcc.vic.edu.au/plenty-kids-kinder>

#### Resource Levy (Per student, no sibling discounts apply)

Year Level	Levy
Year 3	\$55
Year 4	\$230
Year 5	\$390
Year 6	\$715
Year 7	\$755
Year 8	\$755
Year 9	\$835
Year 9 (Optional) Duke of Edinburgh	\$500
Year 10	\$100
Year 11	\$100
Year 12	\$600
VCAL	\$250

#### Annual Bus Travel Fees

Bus Fares	With Conveyance Allowance	Without Conveyance Allowance
Return Trip	\$1,260	\$1,825
One Way	\$620	\$1,030
Casual (Per Trip)	\$6.00	\$6.00

#### Annual family based fees (charged in addition to the College Tuition Fees – per family)

Capital Maintenance Fee	\$850	Parent Participation Fee	\$400
-------------------------	-------	--------------------------	-------

#### Year 7 and new secondary students

Once off (non-refundable) \$50 locker fee payable which includes a combination lock. Replacement locks are \$15 each and can be purchased at the Business Office.

### 3.6 Family concessions

A family concession is offered to families who have more than one student enrolled at the College (at the same time) and meet the conditions as per the Enrolment Terms and Conditions. Concessions only apply to the College Tuition Fee component.

These concessions only apply to students in prep to year 12.

Students	Concession
2 <sup>nd</sup> Child	33% off College Tuition Fees
3 <sup>rd</sup> Child	60% off College Tuition Fees
4 <sup>th</sup> Child and subsequent	100% off College Tuition Fees

### 3.7 Other concessions

#### 3.7.1 Fee assistance

Limited fee assistance arrangements are offered to families that are suffering financial hardship. The awarding of fee assistance is at the discretion of the Principal and Business Manager. Any fee assistance offered to parents/guardians is conditional on student behaviour and efforts to be exemplary. Fee assistance will be reviewed at the end of each College year. Fee assistance will generally only be considered for students who have attended the school for a considerable period of time and is offered for no longer than 12 months.

Parents/guardians must apply for fee assistance in writing as per the Fee Assistance Application process and will be required to provide evidence of financial hardship. Priority will be given to families who have a Health Care Card and have completed a CSEF form. The College will require a confidential agreement to be signed by the parents/guardians and the College. Application forms are available from the Finance Manager.

#### 3.7.2 Discount for payment of fees in advance

A discount of 3% off Tuition Fees is given when the full year's statement (including College Tuition Fees, Capital Maintenance Levies, Parent Participation, Resource Levies and other costs) is paid in full via cheque or direct deposit. The discount off Tuition Fees will be 2.0% if paid via credit card, however the credit card surcharge of 0.5% will still apply. To qualify for the fees in advance discount, a family will need to make full payment by **7 February 2020**. **No early payment discount is provided for fees received after 7 February 2020.**

#### 3.7.3 Discount for ministers and missionaries

Some subsidies are available, if you wish to apply you can contact the Finance Manager for further details.

### 3.8 Other fees and levies

#### 3.8.1 VCAL

All VCAL course costs and material costs paid for by the College form part of the annual College Tuition Fees and Resource Levy.

#### 3.8.2 VET courses

Where a student enrolls in an off campus VET course, the fees that are payable for that course will be charged directly to the parents/guardians at the beginning of the year. An adjustment may be made towards the end of the course if any government fee subsidies are available and have been paid to the College. This does not apply to VCAL students.

#### Withdrawal from VET course

If a student withdraws from a VET course after commencing the course, the parents/guardians will be charged the full cost of the VET course paid by the College on behalf of the student. Please note that changing or leaving school will not automatically be regarded as exceptional circumstances for waiver of VET course costs.

#### 3.8.3 Ad hoc charges

The following charges are applicable to students on an ad hoc basis. Note: these charges are not incorporated in the Payment Plans and a separate invoice will be emailed quarterly for such charges.

Levy/Charge	2020 Levy	
Locker Fee (Once Off)	\$50	Once off, non-refundable, per new secondary student.
Lost/damaged library books	Various	Students who fail to return library books are charged for the cost of the replacement book.
Lost/damaged locks	\$15	Students are provided a lock at the beginning of year 7 and will be charged for replacement if lost or intentionally damaged.
Replacement student ID cards	\$7.50	Students are provided an ID card at the beginning of each year and will be charged for replacement if lost or intentionally damaged.
Unpaid emergency lunches	Various	Unpaid emergency lunches

### 3.8.4 Plenty Valley Christian College Instrumental Music Tuition

For any queries in relation to the music program, please email the **Director of Music, Ms Joanne Roberts**, Jo.roberts@pvcc.vic.edu.au

Please refer to the 2020 Instrumental Music Handbook for further information, located on the College website at <https://www.pvcc.vic.edu.au/about/enrolments/fees>

#### Lessons and fees

Students receive **32 lessons** throughout the year. The number of lessons per term may vary according to the number of weeks in each term as well as student requirements (student-free days, work experience, examinations, excursions etc.). **A fee for 32 lessons, and any hire fees will be charged to your College account at the beginning the year, (or part thereof if commencing mid-year).** Students will receive an average of 8 weekly lessons throughout each term. Any make up lessons required under the policy will be given either during the term or at the end of the semester once 16 weeks have been reached. Parents should make arrangements for any make up lessons, with the instrumental teacher and only with the Conditions of Enrolment in mind.

#### Hire of instruments

Parents/guardians whose children are hiring an instrument from the College in 2020 will be required to pay a levy for the hire of musical instruments. These levies will be charged annually with College Tuition Fees. Parents/guardians will be responsible for the cost of any repairs to musical instruments and the cost of significant replacement parts.

#### Fees

##### **Instrumental Music Program**

<b>Music Charge [for all Year Levels unless indicated]</b>	<b>2020 Music Tuition Fee</b>	
Individual Lessons [25 mins]	\$1,048	\$32.75 per lesson
Individual Lessons [50 mins]	\$2080	\$65 per lesson
Shared Lessons [25 mins]	\$677	\$21.15 per lesson
Music Instrument Hire (Type 1)	\$280	
Music Instrument Hire (Type 2)	\$315	

#### AMEB Music Examinations

Instrumental music students have the opportunity to participate in the AMEB Music Examinations. Parents/guardians will receive a separate invoice formally advising of the specific payment requirements for each Examination.

### 3.8.5 User pays activities

#### College trips and College functions & events

Parents/guardians with students who are attending an authorised College trip or College function will be required to make full payment in advance of the event. Non-payment will result in the student being excluded from the activity.

Parents/guardians will be formally advised of the specific requirements for each activity or event. Confirmation of attendance (if required) and/or payment of deposits will be made through the EdSmart Portal or the College's TryBooking website. Once confirmed, parents/guardians will receive an invoice formally advising them of the specific payment requirements for each activity or event as a part of the formal notification. Payments for these activities will need to be made in accordance with instructions specified on the invoice in the EdSmart Portal or through the College's TryBooking website if relevant.

### 3.8.6 Declaration of Fee Payment

Parents/guardians agree that they are responsible and legally bound to the Enrolment Terms and Conditions in relation to the payment of all fees associated with each child enrolled at the College.

For all disputes concerning fees, charges and student refunds, the contact person shall be the Finance Manager.

For more information about the College's fee collection practices, please refer to the Enrolment Terms and Conditions and Fee Collection Policy, available on the College website at <https://www.pvcc.vic.edu.au/about/publications-and-policies>.

## 3.9 School Bus Service

The College provides a private School Bus Service to a variety of suburbs. The College website provides detailed information regarding the School Bus Service and current routes. The provider of this service is Panorama Coaches.



### 3.9.1 School Bus Service Application

If your family will start using the PVCC bus service in 2020 or you would like to change your existing arrangements, please confirm your bus travel requirements by completing the Bus Application Form available on the PVCC website.

Please refer to the College website for current bus timetables and maps via the following link:  
<https://www.pvcc.vic.edu.au/about/buses-transport>

### 3.9.2 School Bus Code of Conduct

The College buses use a system called Bus Minder for tracking and safety purposes. **It is a requirement that any student travelling by bus will use their student card to tap on and off for each trip.** Students are expected to behave in a responsible and appropriate manner while travelling on the buses. Non-compliance may result in disciplinary action and serious or persistent breaches may result in the Principal withdrawing the offer of a position on the bus. In this event any fee reimbursement will be at the discretion of the Principal.

### 3.9.3 School Bus Service billing

In 2020, the School Bus Levy will be billed at the same time as College Tuition Fees. The College reserves the right to withdraw access to the School Bus Service in the event that parents/guardians refuse to pay the School Bus Levy.

### 3.9.4 Withdrawal of Student from School Bus Service

A full term's notice provided in writing is required to withdraw a student from the School Bus Service. Requests for changes and/or cancellations must be emailed to [accounts@pvcc.vic.edu.au](mailto:accounts@pvcc.vic.edu.au).

The College is required to confirm bus requirements at the start of the year and do not have any flexibility to change bus routes or size of buses at any time during the year. The Principal has the discretion to review the charges if a student is eligible for fee relief or other exceptional circumstances arise. Please note that changing or leaving school will not automatically be regarded as exceptional circumstances.

### 3.9.5 Conveyance Allowance

Parents/guardians who have children using the College provided School Bus Service are encouraged to apply for a conveyance allowance for each child if they believe they are eligible. Please note that the Department of Transport is the authority for the determination of eligibility for conveyance allowance and is responsible for final approval, not the College. See 4.2.1 for application details.

## 3.10 Outside School Hours Care & Holiday Programs

The College offers an Outside School Hours Care program operated by Camp Australia as an independent operation. Information packs are available at Reception. For further information, please refer to their website:  
<https://www.campastralia.com.au/>.

### 3.11 Book lists

Parents/guardians will be solely responsible for the submission and payment for the booklist when advised by the College's booklist supplier.

### 3.12 College uniform

Parents/guardians must ensure that students are correctly wearing the College uniform at all times in accordance with the College's Uniform Policy on the College website. Please visit <https://www.pvcc.vic.edu.au/about/uniform> for detailed information.

The College's Uniform is available from:

- Uniform Shop: College Campus [Restricted Hours] operated by Bob Stewart of Kew, (03) 9036 7354
- Orders can also be placed online at [www.bobstewart.com.au](http://www.bobstewart.com.au) and collected at the College Uniform Shop during opening hours.

## 4 General Business Rules

### 4.1 Withdrawal of students

#### 4.1.1 College initiated withdrawal

If in the opinion of the Principal, it is desirable a student should not continue any longer as a pupil at the College, he may notify the parents/guardians (or either of them, or guardian) to that effect and remove the student's name from the roll and prohibit him/her from further attendance. The parents/guardians will be liable for all College fees and charges up to the date of notification. [Refer to Enrolment Terms and Conditions in Section 2.2].

#### 4.1.2 Parent or guardian initiated withdrawal

Parents/guardians must provide at least one term's notice in writing to the Principal, before they withdraw students from the College. If a student is not returning for Term 1, parents/guardians must advise the Principal, in writing, prior to the commencement of Term 4 of the previous year. [Refer to Enrolment Terms and Conditions in Section 2.2].

In the case where the student is withdrawn at the end of Year 6 two term's notice is required to be given to the College, otherwise parents/guardians will be charged two terms tuition fees and charges. [Refer to Enrolment Terms and Conditions in Section 2.3]

Failure to provide the appropriate notification will result in the parents/guardians being billed one term's fees. [Refer to Enrolment Terms and Conditions in Section 2.2].

Parents/guardians are not entitled to a refund of a term's College Tuition Fees, Capital Maintenance Fee and Parent Participation Fee if a student is withdrawn at any time during that term. [Refer to Enrolment Terms and Conditions in Section 2.2].

#### 4.1.3 Fees paid in advance

Regardless of the reason a student is withdrawn, where fees are paid in advance, the College will refund that part of the College Tuition Fees, Capital Maintenance Fee and Parent Participation Fee paid in advance that relate to Terms that have not yet commenced, provided appropriate notice has been given to the College.

#### 4.1.4 Long term absences from school.

In general, the College will not refund any part of the annual College Tuition Fee, Capital Maintenance Fee and Parent Participation Fee because of a student's absence from school or school activity e.g. camp. However, in certain cases when a student is absent due to a long- term illness or due to relocation, the parents/guardians can apply to the Principal for fee relief.

#### 4.1.5 Fee relief

The Principal has the discretion to waive all or part of a term's fees in the event of a student being continuously absent from school for at least one semester due to exceptional circumstances e.g. a student who suffers from a long-term illness. Parents/guardians will need to apply to the Principal, in writing, explaining the circumstances of the absence and providing appropriate evidence such as medical certificates. Absence from school due to suspension or travel etc. does not constitute exceptional circumstances.

#### 4.1.6 Extended leave of absence

Parents/guardians can apply for an extended leave of absence, where the student is to be absent for one year or longer (e.g. parent/guardian is relocated for work or for health reasons). The parents/guardians should make an application in writing to the Principal for a 25% holding fee to be charged in lieu of full College Tuition Fees relevant to the absence period. This fee is non-refundable in the event of withdrawal or cancellation of enrolment. All requests for an extended leave of absence from the College must be submitted in writing to the Principal for approval at least one term in advance.

### 4.2 Government allowances

#### 4.2.1 Private Bus or Private Car Travel Conveyance Allowance

The Conveyance Allowance is a Victorian Government subsidy for student travel to and from school. All Conveyance Allowance applications will be assessed by the Department against departmental policies and regulations that apply at that time of application and will only be paid if the PVCC student meets the relevant eligibility criteria.

Please see the eligibility requirements detailed on the application forms located on the College website at <https://www.pvcc.vic.edu.au/about/buses-transport>.

##### Application

Parents/guardians wishing to apply for conveyance allowance must complete and submit an application form for each individual student by the due date. Completed application forms must be submitted to the College by no later than **Friday 8 February 2020** in order to avoid the claim not being accepted.

Application forms can be found on the College website at <https://www.pvcc.vic.edu.au/about/buses-transport>.

#### 4.2.2 Camps, Sports and Excursions Fund

The Camps, Sports and Excursions Fund (CSEF) will provide payments for eligible students to attend camps, sports and excursions. Families holding a valid means-tested concession card or temporary foster parents are eligible to apply.

Current payments are \$125 per year for eligible primary school students and \$225 per year for eligible secondary school students; payment amounts for 2020 are still to be determined. Payments are received by the College and will be credited to the parent/guardian debtor account.

### Eligibility

To be eligible for the fund, a parent or legal guardian of a student attending a registered Government or Non-Government Victorian Primary or Secondary School must:

- on the first day of Term One, or;
- on the first day of Term Two;
  - a) Be an eligible beneficiary within the meaning of the State Concessions Act 2004, that is, be the holder of a Veterans Affairs Gold Card or be an eligible Centrelink Health Care Card (HCC) or Pensioner Concession Card (PCC) holder; or
  - b) Be a temporary foster parent; or
  - c) Submit an application to the College by the due date (date to be confirmed); or
  - d) Students must be of school age and attend a Victorian school.

**Please refer to the College website for further information and contact the Business Office for an application form.**

### **4.3 Wilful damage**

Parents/guardians will be responsible for the payment of any costs incurred by the College for any damage to College equipment and/or property that is deemed to be caused by the inappropriate or negligent behaviour of their child.

### **4.4 Health restrictions**

#### **4.4.1 Students with medical conditions**

Students who have been diagnosed with a life-threatening medical condition such as anaphylaxis or asthma will not be allowed to commence a new school year unless an updated Anaphylaxis Management Plan or updated Asthma Management Plan is submitted to the College Nurse.

#### **4.4.2 General health restrictions**

From time to time the College may impose limits on access to classes and the school for individuals considered to pose a health risk to the immediate College community as a means of assisting in the control of the spread of infectious diseases. The College will not be financially liable for loss of access to class time. The College will make every endeavour to ensure that students have access to educational material and assistance that does not require attendance at the College. Parents/guardians may be entitled to fee relief under the Fee Assistance provisions. Depending on the medical condition, students may be required to submit a Medical Clearance Form to the College before re-commencement of attendance. This will be at the discretion of the College Nurse in consultation with the Business Manager.

### **4.5 College communications**

#### **4.5.1 College website**

An important form of communication within the College Community, the College website is updated regularly with important news and information relating to the College and associated communities. It is important that parents/guardians and students access the website regularly to ensure that they are conversant with the most current information. The website is located at <http://www.pvcc.vic.edu.au>.

#### **4.5.2 College Newsletter**

An important form of communication within the College Community, the College's newsletter "College Connections" is published on the College website every fortnight. If you are not currently receiving the College newsletter by email and wish to be added to the mailing list please email [office@pvcc.vic.edu.au](mailto:office@pvcc.vic.edu.au).

The newsletter provides administrative information for the coming week and provides information on the daily operations of the College. Importantly, the newsletter will often contain reminders related to information contained within the Business Terms. It is vital, therefore, that parents/guardians read the newsletter and are fully aware of its contents.

#### **4.5.3 Plenty Valley Christian College Facebook page and PVCC Families Facebook group**

Social media is an integral part of society and the College community. The College Facebook page and group have been established as an alternative platform of communication within our College community in order to share special interest articles, provide useful updates and strengthen the College's brand.

It is the College's intention to invite the College community to use this method of communication in a positive and responsible manner. Impolite or disrespectful engagement will not be tolerated.

#### **4.5.4 Exclusion from multimedia\***

It is important that the College be aware of any students who are not permitted to feature in the newsletter, College publications, website, social media or advertising.

If you have not previously notified the College of your preference for a student to be excluded from multimedia, or if you have any questions please contact the Registrar.

\*Multimedia is defined as photography, video, audio or any other form of electronic recording. Note: This does not apply to the official College Photos of students and their classes.

## 4.6 Camps and Excursions

Year level camps and excursions **are compulsory for all students**, except when permission for an exemption has been granted by the Deputy Principal.

Parents/guardians are required to complete the relevant details and provide permission in the EdSmart Portal before a student is allowed to attend a camp or excursion. The EdSmart Portal also allows for the provision of medical information and permission for teaching staff to seek appropriate medical treatment when required and agree to meet all future medical expenses that may result.

Students will be excluded from the excursion if permission is not provided via the EdSmart Portal. Parents/guardians are not entitled to any refund or fee relief if a student does not attend a camp or excursion.

## 4.7 Canteen

Canteen facilities are available at PVCC. All information on the College lunch ordering procedures are available on the website: <https://www.pvcc.vic.edu.au/about/canteen>.

## 4.8 Student accident insurance

The College has put in place insurance cover for students who may have injured themselves during College activities. The insurance cover provides limited coverage for non-Medicare related expenses that have been incurred by parents/guardians for medical treatment for injuries incurred by students. Please note the policy does not provide coverage for expenses for which you receive a Medicare refund; it does not cover the gap between the actual fees charged and the Medicare rebate.

This coverage does not remove the responsibility of the parent/guardian to meet any current or future medical expenses that may arise from an incident involving their child. The coverage is in place to provide some financial assistance for parents/guardians in meeting these obligations. Parents/guardians should contact the Business Office for claim forms. The insurance company has full discretion in accepting or rejecting the claim.

# 5 Billing and Payment of Fees

## 5.1 Billing details

The College requires that all parent/guardian accounts should be in the name/s of the signatory/ies on the Acceptance of Enrolment Forms. If a parent/guardian has an arrangement for an account to be settled by a third party, then the Account will be issued to the parents/guardians and they must arrange for the third party to make payment.

Parents/guardians are required to immediately update any change in billing details via their FACTS Management Portal. e.g. name or address.

## 5.2 2020 Billing process

### 5.2.1 Annual fee invoice

All fees, charges and levies are billed in November/December for the following year. In the first instance, these will be available to view on the FACTS Management Portal under the 'Payment Plans' tab. Parents/guardians will receive notification that the Payment Plans are available for review and selection via the FACTS Management Portal by 29 November 2019.

Payment Plans, which detail payment options available in 2020, must be selected by **Friday, 25 January 2020**. After this closing date, parents/guardians will receive notification by email that their invoice is available to view on the FACTS Management Portal and Payment Plans commence from the date selected.

Parents/guardians who have formally agreed to pay the fees and charges by instalments are expected to make payment in accordance with the terms of the Payment Plan. **If a Payment Plan is not selected via the FACTS Management Portal by the due date, parents/guardian's accounts will default to quarterly instalments.**

Invoices will be issued via email at the beginning of each subsequent term if any ad hoc fees are chargeable. These fees are detailed in Section 3.8.3 above. Parents/guardians will receive notification by email *only if a new invoice has been issued* and is available to view on the FACTS Management Portal. Note that hard copy Invoices are only available by post if requested by emailing [accounts@pvcc.vic.edu.au](mailto:accounts@pvcc.vic.edu.au).

### 5.2.2 Payment Plans and methods

Payment Plans are offered by the College, providing parents/guardians with the financial benefit of spreading the payment of their annual fees over the school year.

The College will endeavour to structure Payment Plans offered to parents/guardians to ensure that there is no outstanding debt at the end of Term 4 2020, however there may be instances where certain charges are incurred during the year which result in an outstanding balance at the end of the year. Parents/guardians are required to pay all outstanding balances by **Thursday 21 November 2020**.

Parents/guardians who fail to pay periodic payments in accordance with the agreed terms of the Payment Plan will be considered in breach of their enrolment agreement and will be pursued in accordance with the Fee Collection Policy.

Parents/guardians can choose one of the following arrangements to pay their 2020 Fees (excluding ad hoc charges):

Preferred Payment Arrangement	Available Payment Methods
Full Year Payment in Advance <i>(Due by 7 February 2020 to receive an early payment discount on the 2020 fees.)</i>	(a) cash/cheque deposits accepted at Business Office (b) VISA (2% discount only) (c) MasterCard (2% discount only) (d) EFTPOS (e) FACTS Management Portal
Payment Plan via FACTS Management Portal: Quarterly (4), Monthly (10 or 11), Fortnightly (20) or Weekly (40). <i>(Due dates are detailed in the Payment Plan)</i>	Direct Debit via FACTS Management Portal via a) bank account, b) VISA card, c) Mastercard or d) cash/cheque deposit accepted at Business Office. <b>Note: The College does not accept American Express.</b>

## 6 2020 Term Dates

### Term 1 2020

Office re-opens after Christmas break	Monday 13 January
<i>Australia Day Public Holiday (in lieu)</i>	<i>Monday 27 January</i>
All staff commence	Wednesday 29 January
<b>All students commence</b>	<b>Monday 3 February</b>
<i>Labour Day Public Holiday</i>	<i>Monday 9 March</i>
<b>End of term 1</b>	<b>Friday 27 March</b>
<i>Good Friday</i>	<i>Friday 10 April</i>
<i>Easter Monday</i>	<i>Monday 13 April</i>

### Term 2 2020

<b>Staff and students commence</b>	<b>Tuesday 14 April</b>
<b>Student free day</b>	<b>Wednesday 29 April (Parent teacher interviews)</b>
<i>Queen's Birthday Public Holiday</i>	<i>Monday 8 June</i>
<b>End of term 2</b>	<b>Friday 26 June</b>

### Term 3 2020

Staff commence (Professional Development)	Monday 13 July
<b>Students commence</b>	<b>Tuesday 20 July</b>
<b>Student free day</b>	<b>Friday 14 August</b>
<b>Student free day</b>	<b>Tuesday 8 September (Parent teacher interviews)</b>
<b>End of term 3</b>	<b>Friday 18 September</b>
<i>Friday before Grand Final Public Holiday</i>	<i>Friday 25 September</i>

### Term 4 2020

<b>Staff and students commence</b>	<b>Monday 5 October</b>
End of term – Year 12	Friday 16 October
<i>Melbourne Cup Public Holiday</i>	<i>Tuesday 3 November</i>
<b>End of term - ALL STUDENTS</b>	<b>Friday 11 December</b>

Please note that these dates were current at the time of printing, please refer to the College website and newsletter for any changes to published dates. Term dates are located <https://www.pvcc.vic.edu.au/about/parent-resources/bell-times-term-dates>.

## 7 2020 Parent Teacher Interview Dates

Parents/guardians must book Parent/Teacher Interviews directly online for each student. Parents will be able to make bookings for each set of interviews from 2 weeks prior to the interview dates.

### Term 2 2020

Secondary students	Tuesday 28 April to Wednesday 29 April
Primary students	Wednesday 29 April

### Term 3 2020

Year 12	Thursday 30 July (evening only)
Year 7 to Year 11	Tuesday 8 September and Thursday 10 September (evening only)

## 8 2020 College Photo Days

Parents/guardians will be sent further information regarding College Photo Days and how to order photos prior to each photo day.

### Term 1 2020

Prep to Year 12 Staff and Students College Photo Day	Tuesday 4 February
--	--------------------

### Term 2 2020

Plenty Kids ELC: 3YO Pre-Kindergarten Joey Group	Tuesday 12 May
Plenty Kids ELC: 4YO Wallaby Group & 4YO Possum	Wednesday 13 May

### Term 3 2020

Prep to Year 12 Students Miscellaneous Group Photography	Friday 22 May
--	---------------