2027
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

Please note that the information contained in this handbook may change after the time of its production. It is important to read all subsequent communications issued by the College to keep up to date with relevant College practices and procedures.

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Quick guide for families: This document explains the main business arrangements for families at PVCC, including fees, payment options, concessions, buses, music lessons, OSHC, uniforms and other charges. Please use the Contents page to find the section that applies to your question. If you are unsure about any fee, deadline or process, please contact the Finance Office before the due date.

The *Business Terms* document explains the conditions that apply to current enrolment at Plenty Valley Christian College. It should be read together with the *Schedule of Fees*, which is approved by the College Board and is current at the time of publication. Families acknowledge through the College's Enrolment Terms and Conditions that the College may update its terms and conditions from time to time. Families are bound by those changes from the date they are published. Families also agree to pay the published fees in full by the due dates, unless an alternative arrangement has been approved. The College may change fees and charges by giving reasonable notice, and this document provides notice of those fee arrangements.

The *Business Terms* is an important College document, and I would ask that all families read the document and retain it for their reference throughout the College year.

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

Natasha Mackinnon

Executive Principal

1 GENERAL INFORMATION

1.1 Business Office Staff Details

Name	Position
Ranjith Kothakota	Finance Manager
Michelle Romano	Assistant Finance Manager
Margaret Vella	Registrar
Sabina Janitis	Finance Officer
Adele Mulder	Finance Officer
Sarah Reily	Finance Officer

1.2 Contact details

Email address:	fees@pvcc.vic.edu.au
Phone:	03 9717 7400

1.3 Business Office hours

The office will generally be open during the following times:

Term	8:15 am to 4:00 pm weekdays
Term holidays	9:00 am to 4:00 pm weekdays
Christmas/summer holidays	Office will be unattended during the Christmas & New Year's break

1.4 Important dates

Please note the following key dates for fee arrangements, applications and optional services. Families should submit forms or make selections by the listed date so the College can process requests before the relevant service or deadline.

Event	Dates
Due date for confirmation of new music tuition enrolments	04 December
Due date for PVCC bus usage registrations	04 December
Due date for payment plans to be selected via FACTS	31 January
Final date for payment of full fees in advance (discounted)	28 February
Due date to pay school fees in full for the year	24 December
Applications for conveyance allowance subsidy due date	28 February
Applications for Camps, Sports and Excursion Fund (CSEF) due date	End of Term 2

2 FEES AND CHARGES

2.1 Schedule of Fees and Charges

The Schedule of Fees and Charges for the year can be found on the College website.

2.2 Enrolment Fee

A one-off non-refundable enrolment fee of $500.00 per family is payable to accept an offer of enrolment. The payment is due prior to the child starting at the College.

2.3 Holding Deposit on Enrolment

Upon accepting an enrolment offer for Prep to Year 12, new families must pay a one-off $1,000 holding deposit per student. If the student starts before the end of Term 2, the deposit is credited to Term 4 fees in the same year; if they start after Term 2, it is credited in Term 4 of the following year. The deposit is non-refundable if one term's notice of withdrawal is not provided.

2.4 Annual School Fees

Annual school fees are reviewed and approved by the College Board each year but may change at any time. Families will be notified in writing of any changes.

Annual school fees are made up of three compulsory components:

1) Tuition Fee

2) Resource Levy: The Resource Levy is an annual fee per student that helps cover the cost of student iPads and Microsoft Surface Pro devices, camps, excursions, incursions, classroom materials and other consumables. Not all year levels have camps, and not all year levels have a device or iPad.

For students in Years 2, 3, 4 and 5, the levy includes an additional charge to support the Student iPad Program. This charge will also apply in Year 6 (2028).

For students in Years 7, 8, and 9, the levy includes an additional charge for the lease of a college-issued Microsoft Surface Pro device. Ownership of the device will be transferred to the student at the end of Year 9.

Please note: any damage to the laptop during the lease period will incur an additional repair fee of $110 (incl. GST).

3) Capital Maintenance Fee: The Capital Maintenance Fee is an annual per-family charge in addition to the Tuition Fee and Resource Levy. This fee does not apply to families who only have students enrolled in Kinder.

Families must pay school fees as set by the College Board, either by the due date or under an alternative arrangement approved by the Delegate of the Executive Principal, currently the Finance Manager.

2.5 Family concessions

Sibling discounts are applicable to families with multiple children enrolled at the College in the same calendar year. Discounts apply exclusively to Tuition Fees only and are applied in order, beginning with the youngest child.

Students	Concession
2nd child	32.5% off College tuition fees
3rd child	60% off College tuition fees
4th and subsequent children	100% off College tuition fees

2.6 Declaration of fee payment

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

For all queries concerning fees, charges and student refunds, please contact the Finance Manager at fees@pvcc.vic.edu.au.

For more information about the College's fee collection practices, please refer to the *PVCC Enrolment Terms and Conditions* and the *PVCC Fee Collection Policy*, available on the College website https://www.pvcc.vic.edu.au/enrol/our-enrolment-process/

2.6.1 Fee-related enquiries

Families should contact the Finance Office as early as possible if they have questions about their account, difficulty meeting a due date, or need to discuss an approved payment arrangement. Early communication helps the College support families and avoid unnecessary follow-up action.

2.7 School Billing details

All family accounts must be registered in the name of the signatory or signatories listed on the PVCC Acceptance of Enrolment Forms. If a family arranges for a third party to pay the account, the invoice will still be issued to the family. The family remains responsible for ensuring the third party makes payment by the due date.

The College uses a secure third-party online payment platform called FACTS Tuition Management for school fees. All current and new families will receive an email from FACTS with instructions on how to create a profile and set up a payment plan.

Families are required to promptly update any changes to their billing details—such as name, address, or bank/card information—via the **FACTS** system.

For fee-related questions or to pause payments, contact the College Finance Manager.
For technical issues (e.g. login problems), call FACTS Support on 1300 322 871.

2.7.1 Annual fee invoice

All fees, charges and levies are billed in January each year. These will initially be available to view in FACTS under the 'Payment Plans' tab. Families will be notified by email when payment plans are ready for review and selection.

Payment plans outline the available payment options for the year and must be selected or updated by 31 January. Families who choose to pay by instalments are expected to follow the terms of their selected plan. If no payment plan is selected by the due date, the account will automatically default to quarterly instalments.

FACTS will issue email notifications whenever ad-hoc fees are applied to an account. Families will only receive an email if a new invoice has been issued and is available to view in FACTS.

2.7.2 Payment plans and methods

The College offers payment plans to help families spread the cost of annual fees across the school year. These plans are structured to ensure all fees are paid by the end of Term 4. However, some charges may arise during the year, and any outstanding balances must be paid by **24 December**, unless a formal arrangement is made with the Delegate of the Executive Principal (currently the Finance Manager).

Failure to follow the agreed payment plan terms may be considered a breach of the enrolment agreement and will be managed under the College's Fee Collection Policy.

Families can choose one of the following arrangements to pay their College fees (excluding ad-hoc charges):

Payment Arrangement	Available payment methods
Full year payment in advance *(Due by **28 February** to receive an early payment discount of 3%)*	a. FACTS direct debit via a bank account b. FACTS direct debit via VISA, MasterCard or AMEX c. VISA, MasterCard or AMEX at Finance Office d. Pay cash at the Finance Office
Periodic Payment Plan: *Payments are managed through FACTS* - Quarterly, - Monthly, - Fortnightly or - Weekly. *(Due dates are detailed in the payment plan)*	a. FACTS direct debit via a bank account b. FACTS direct debit via VISA, MasterCard or AMEX c. VISA or MasterCard or AMEX at the Finance Office d. Pay cash at the Finance Office

2.8 Other concessions and subsidies

2.8.1 Fee relief

Families experiencing financial hardship may apply for temporary fee relief. Fee relief is granted at the discretion of the Executive Principal and is reviewed annually. It is usually available only for long-term students and for a period of up to 12 months at a time. Fee relief applies only to the Tuition Fee component of school fees and does not apply to the Resource Levy or Capital Maintenance Fee. Applicants must provide evidence of financial hardship. Priority may be given to families who hold a valid means-tested concession card and have submitted a Camps, Sports and Excursions Fund (CSEF) form. A confidential agreement must be signed, and application forms are available from the Finance Office. For assistance, contact the Finance Office on 9717 7400 or email business@pvcc.vic.edu.au.

2.8.2 Early payment discount

A discount of 3% of school fees is given when the full year's statement, including tuition fees, capital maintenance fees, resource levies and other charges, is paid in full using one of the payment methods listed in section 3.2.2. Credit card surcharges apply. To qualify for the early payment discount, full payment must be made by **28 February**.

2.8.3 Discount for Ministers of Religion, Pastors and Missionaries

Concessions are available for pastors, ministers and missionaries. There is no formal application form to access this discount. However, the discount is available only where the eligibility criteria below are met:

- **Employment**: Serving in a pastoral or missionary role at a minimum of 0.4 Full-Time Equivalent (FTE), reflecting a substantial and ongoing commitment to the ministry or mission duties.
- **Accreditation**: Holding formal accreditation or endorsement from your church or denominational body, confirming your official standing and active service within the church or mission organisation.

To confirm eligibility, please provide the following documentation:

- A brief paragraph describing your roles and responsibilities within the church/mission organisation and the name of the senior pastor of your church who can provide a reference.
- Copies of your last three pay slips from the church/mission organisation to verify the employer and your time fraction.
- A copy of your accreditation as pastors/ministers/missionaries from your church or denomination or mission organisation.

- A copy of your Centrelink Health Care Card (if applicable).

2.8.4 Government subsidies

2.8.4.1 Conveyance Allowance Subsidy Program

Conveyance Allowance is a Victorian Government subsidy to assist families with student travel costs to and from school, available for private car and school bus travel. Eligibility is determined by the Victorian Department of Education based on current policies and regulations. The College does not make eligibility decisions. Full eligibility criteria are available on the application forms provided by the College.

Please see the eligibility requirements detailed on the application forms located on the College website at https://www.pvcc.vic.edu.au/parents-area/bus-routes/

Further information is available at https://www2.education.vic.gov.au/pal/conveyance-allowance/policy

Conveyance Allowance Application

Eligible families must complete and submit a separate Conveyance Allowance application form for each student. Forms must be submitted to the College by 28 February to ensure the claim is accepted.

2.8.4.2 Camps, Sports and Excursions Fund

The Victorian Department of Education administers the Camps, Sports and Excursions Fund (CSEF) to help eligible families with the costs of camps, sporting activities and excursions/incursions.

Eligibility

To be eligible for the fund a parent or legal guardian of a student attending a registered non-government Victorian primary or secondary school on either the first day of Term 1 or first day of Term 2, must be:

- A parent or carer who is the beneficiary of a financially means-tested concession card, such as a Centrelink Health Care Card (HCC), Pensioner Concession Card (PCC) or Veterans Affairs Gold Card.
- A student over 16 years who is considered a mature minor and holds a valid concession card (e.g., Youth Allowance HCC or Disability Support Pension Card)
- A temporary foster parent
- A family under special consideration, including Refugee and asylum seeker families and families on Temporary Protection or Safe Haven Enterprise Visas.

Applications must be submitted to the school before the end of TERM 2.

Please refer to https://www.vic.gov.au/camps-sports-and-excursions-fund for further information or contact the Finance Office.

2.8.4.3 Kindergarten Fee Subsidy

The Kindergarten Fee Subsidy (KFS) helps eligible families access up to 15 hours per week of funded Three- and Four-Year-Old Kindergarten at low cost. It is available to services that do not participate in the Victorian Government's Free Kinder program and is subject to change based on governmental discretion.

Your child may be eligible if they are of Aboriginal and/or Torres Strait Islander descent, are from a refugee or asylum seeker background, are part of a multiple birth (triplets or more) or have had contact with Child Protection. Eligibility also extends to children or families holding a Commonwealth Health Care Card, a Pensioner Concession Card, a DVA Gold or White Card or certain refugee or asylum seeker visas.

If you are eligible, please contact the Finance Office and provide the required documentation as proof of eligibility. The College applies for the subsidy on your behalf, and the payment is made directly to the College. The subsidy will then be applied as a credit against the fees payable.

2.9 Other fees and charges

2.9.1 VET courses and distance education subjects

Students who enrol in an off-campus VET course or distance education subject will be charged the full course fee at the start of the year. If the College receives any government subsidies for the course, these will be credited to the family's account later in the year. If a student withdraws from the course after the official census date, the family will still be required to pay the full cost of the course as charged to the College. Withdrawing from the College or changing schools does not automatically qualify as an exceptional circumstance for waiving these fees.

2.9.2 Ad hoc charges

The following charges apply to students on an as-needed basis and are not included in standard payment plans. These charges will be invoiced separately and sent to families via email.

Item	Amount	
Replacement student ID cards	$10	Issued annually; charged if lost or intentionally damaged
Lost or damaged library books	At cost price	Assessed and advised by the Librarian
Lost or damaged IT devices	At cost price	Assessed and advised by the IT Department
Lost or damaged music instruments	At cost price or insurance excess (whichever is lower)	Assessed and advised by the Music Department

2.9.3 Instrumental Music

The College offers private music lessons for interested students. Please email the Music Coordinator at music_department@pvcc.vic.edu.au to request further information and application forms.

Lessons and fees

Students are allocated a total of 32 music lessons annually, averaging 8 lessons per term. Please note that the exact number of lessons per term may vary due to factors such as term length and individual student and tutor circumstances (e.g. student-free days, work experience, exams, excursions, sick days).

Fees for the Instrumental Music are listed within the *Schedule of Fees* available at https://www.pvcc.vic.edu.au/enrol/fee-schedule/

Lesson fees are invoiced per term at the beginning of each term, based on 8 scheduled lessons. In accordance with the music enrolment policy, students are expected to attend all lessons allocated to them during the term. Parents are kindly asked to avoid withdrawing students mid-term, as fees will not be credited or refunded unless exceptional circumstances apply. Such cases will be considered on their merits.

To withdraw from the music program, Music Coordinator is to be notified in writing before the end of the current term. This ensures that billing for the following term is not incurred.

If you wish to change your child's lesson format (e.g. from a 30-minute individual lesson to a 1-hour session, or from shared to individual lessons), a new enrolment form must be completed.

Hire of Music Instruments

Families hiring instruments from the College will be charged an annual hire fee, which will appear on your school fee statement. Families are also responsible for the cost of any repairs or major replacement parts required for the instrument.

AMEB Music Examinations

Instrumental music students can participate in the AMEB music examinations. Families will receive a separate invoice formally advising of the specific payment requirements for each examination.

2.9.4 User pays activities

Activities, functions and events

A user-pays activity refers to any College-approved event, function, or activity where the cost is not included in standard tuition fees and must be paid directly by families. Examples include end-of-year formals or celebration events.

The College will provide families with detailed information about each activity, including any requirements for confirming attendance or paying a deposit. Depending on the nature of the event, these steps may be completed through the EdSmart portal or the College's TryBooking website.

Once participation is confirmed, families will receive an invoice outlining the specific payment details. All payments must be made in accordance with the instructions provided on the invoice, using the designated platform. Full payment is required in advance of the activity. If payment is not received by the due date, the student will not be permitted to attend.

2.10 Charter Bus Service

The College has engaged an external party, Panorama Coaches, to provide 10 bus routes to a variety of suburbs. Please refer to the College website for current bus routes and bus timetables available at https://www.pvcc.vic.edu.au/parents-area/bus-routes/

2.10.1 Bus Service usage process and fees

If you intend to use the PVCC charter bus service or need to update your current travel arrangements, please complete the Bus Registration Form available on the PVCC website. Once the form is submitted, the applicable fare type will be charged to your school fee account, and your child may begin using the College bus service from the nominated start date. Details of bus fares and fare types can be found in the Schedule of Fees on the College's website.

2.10.2 School bus behaviour

The College uses a third-party app called BusMinder to support its bus service. This app allows families to purchase casual bus passes, check seat availability, and track the bus in real time when students tap on with their student card. It is a requirement that all students using the College bus service **tap on and off** with their student card for each journey. This process not only supports accurate tracking but also assists the College and emergency services in identifying who is on board in the event of an incident.

Students are expected to behave in a respectful and responsible manner while travelling on College buses. Failure to comply with behavioural expectations may result in disciplinary action. Serious or repeated breaches may lead to the withdrawal of the student's access to the bus service. In such cases, any refund of fees will be at the discretion of the Delegate of the Executive Principal (currently the Finance Manager).

2.10.3 Withdrawal of student from school bus service

To withdraw a student from the College bus service, a full term's written notice is required. All requests for changes or cancellations must be submitted via email to buses@pvcc.vic.edu.au.

As the College must confirm bus requirements at the beginning of the year, there is no flexibility to alter bus routes or adjust bus sizes during the school year. The Delegate of the Executive Principal (currently the Finance Manager) may review charges in cases where a student qualifies for fee relief or where exceptional circumstances apply. Please note that changing schools or leaving the College will not automatically be considered exceptional circumstances.

2.11 Outside School Hours Care (OSHC)

The College offers an Outside School Hours Care program operated independently by BIG Childcare. For session times, availability and fees, please visit www.bigchildcare.com or contact Reception on 03 9717 7400.

2.12 Book lists

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

2.13 College uniform

Families are responsible for ensuring that students wear the correct College uniform at all times, in accordance with the PVCC Uniform Policy, which can be found on the College website: https://www.pvcc.vic.edu.au/parents-area/uniform-information/

The College uniform is available for purchase from:

Bob Stewart Uniform Shop – Uni Hill Store
Location: Uni Hill Town Centre, Janefield Drive, Bundoora, VIC 3085
Uniforms can also be ordered online at www.bobstewart.com.au

3 GENERAL BUSINESS

3.1 Withdrawal of students and extended absences

3.1.1 College initiated withdrawal

If the Executive Principal determines that a student should no longer attend the College, families will be notified in writing. The student's enrolment will be terminated, and families will remain liable for all fees up to the date of notification. Refer to the Enrolment Terms and Conditions for further details.

3.1.2 Family initiated withdrawal

Families must provide the College with 10 school weeks of notice, in writing to the Registrar, before withdrawing a student. Where such notice is not provided, one full term's Tuition Fees, Capital Maintenance Fee, and Resource Levy will be payable. If fees have been paid in advance, the College will refund amounts relating to future terms, provided appropriate notice has been given. *Refer to Enrolment Terms and Conditions for more information.*

3.1.3 Long term absences from school

Generally, fees are not refunded for student absences, including camps or excursions. However, in cases of long-term illness or relocation, the Executive Principal may exercise discretion.

3.1.4 Extended leave of absence

Families may apply for an extended leave of absence when a student is expected to be away from the College for one year or more, such as in cases of relocation for work or health reasons. Applications must be submitted in writing to the Registrar at least one term in advance. If approved, a 25% annual fee will be charged in place of the full annual tuition fee for the period of absence. Please note that this reduced fee is non-refundable, even if the enrolment is later withdrawn or cancelled.

3.2 Wilful damage

Families are responsible for covering any costs incurred by the College as a result of wilful damage to College property or equipment, where such damage is deemed to have been caused by the inappropriate or negligent behaviour of their child.

3.3 Health restrictions

3.3.1 Students with medical conditions

Students diagnosed with life-threatening medical conditions, such as anaphylaxis or asthma, must submit an updated medical management plan (e.g. Anaphylaxis or Asthma Management Plan) to the College nurse before commencing a new school year.

3.3.2 General health restrictions

The College may restrict access to classes or campus for individuals who pose a health risk to the school community, particularly in managing the spread of infectious diseases. While the College is not financially liable for any loss of class time, it will make every effort to provide alternative access to learning materials. Fee relief may be available under the College's fee assistance provisions. In some cases, students may be required to submit a medical clearance before returning, at the discretion of the College nurse in consultation with the Executive Principal.

3.4 College communications

3.4.1 College App

The College app is a key communication tool for the PVCC community. It is regularly updated with important news and information. Families and students are encouraged to check the app frequently to stay informed.

3.4.2 College Newsletter

The College newsletter, *College Connections*, is another important communication channel. It is emailed to families and published on the College app every fortnight. The newsletter includes key administrative updates, weekly information, and reminders - often referencing content from the PVCC Business Terms. If you are not receiving the newsletter via email and would like to be added to the mailing list, please contact office@pvcc.vic.edu.au.

3.4.3 College Facebook page and PVCC Families Facebook group

The College maintains a Facebook page and a private PVCC Families group to share updates, articles of interest, and community news. Search for 'PVCC Families' on Facebook to join the private community group. These platforms are intended to foster positive and respectful engagement. Inappropriate or disrespectful behaviour will not be tolerated.

3.4.4 Exclusion from multimedia

If your child is not permitted to appear in College publications, including the newsletter, website, social media, or advertising, please notify the Registrar immediately. *Multimedia* includes photography, video, audio, or any other form of electronic recording. This exclusion does not apply to official school photos of students and their classes.

3.5 Camps and excursions

Participation in year-level camps and excursions is compulsory for all students unless an exemption has been granted by the Executive Principal. Families must complete all required documentation and provide permission before a student is allowed to attend. Students will not be permitted to participate without this approval. Please note that no refunds or fee relief will be provided if a student does not attend a camp or excursion.

3.6 Canteen

Canteen facilities are available at PVCC. All information on the College lunch ordering procedures is available on the website: https://www.pvcc.vic.edu.au/parents-area/canteen/

3.7 Student Accident Insurance

The College provides student accident insurance to assist families with medical expenses resulting from injuries sustained during College activities. This insurance offers limited coverage for non-Medicare-related medical costs. It does not cover any portion of expenses that are eligible for a Medicare rebate, including the gap between the Medicare rebate and the actual fee charged.

While this insurance offers some financial support, families remain responsible for all current and future medical expenses arising from incidents involving their child. Claim forms are available from the College Finance Office. Please note that all claims are subject to the discretion of the insurance provider, who may accept or reject claims based on their assessment.

3.8 Term dates

Please refer to the College website and newsletter for term dates. Term dates are also available at https://www.pvcc.vic.edu.au/parents-area/bell-times-and-term-dates/