



# Enrolment Agreement

This document forms the basis of a legal contract between the Applicant/student and Parents and Plenty River College (the College). It must be read in conjunction with Student & Parent/Guardian Handbook 2025 and all relevant policies and procedures.

## Definitions

<b>Applicant</b>	The person seeking an enrolment offer from the College. If the Applicant is under the age of 18 years and is not considered an independent minor, the Applicant must be accompanied by a parent, who will sign all applications and agreements.
<b>Applicant/Student</b>	The person who has been accepted as a student at the College
<b>Student &amp; Parent/Guardian Handbook and College Policies and Procedures</b>	The Student & Parent/Guardian Handbook and College Policies are available on our website: <a href="https://prc.vic.edu.au/about/">https://prc.vic.edu.au/about/</a> . Student & Parent/Guardian Handbook is also available <a href="#">Student Information - Plenty River College</a> section on our website.
<b>Conditions of Enrolment</b>	The terms and conditions of the contract (including any subsequent amendments made by the College) which set out the rights and responsibilities of the parents and students, and the College.
<b>Enrolment Agreement</b>	A legal contract for services between the College and the Applicant's parent/s, or the Applicant (if over the age of 18 years). The agreement protects both parties from non-compliance on both sides and from outcomes and actions that are unreasonable.
<b>Expulsion</b>	Expulsion is the permanent removal of a student from College due to serious misconduct while at, or travelling to and from, College or a College activity. Expulsions is an action of last resort and may only be applied by the Executive Principal.
<b>Fees</b>	Tuition and VET fees as set out by the College and outlined in the annual Fee Schedule and available on our website
<b>Fee Schedule</b>	The relevant Fee Schedule published annually by the College for Applicants/students and Parents.
<b>Parent/s</b>	Refers to parents, guardians, step-parents and/or carers as listed in the College Enrolment Form.
<b>Restrictive interventions</b>	Practices which limit the rights or freedom of movement of a student, primarily used to protect the student or others from harm in emergency or life-threatening situations.
<b>Serious misconduct</b>	Serious misconduct includes behaviour that poses a danger, whether actual, perceived or threatened, to the health, safety or

	wellbeing of any person or causes significant damage to or destruction of property.
<b>Student</b>	Student named in the Enrolment Agreement and Application
<b>Student Support Services</b>	Access to the Student Support Team, and a Psychologist or Social Worker to support students with mental health issues, homelessness, family violence, educational support needs etc.
<b>Student Support Group</b>	The Student Support Group comprises of teachers, youth welfare workers and education support workers. Other specialists such as the College psychologist or external case managers may also be included or consulted.
<b>Suspension</b>	Suspension is the temporary removal of a student from College classes or activities for serious misconduct at, or travelling to, College or a College activity. Suspensions may only be applied by the Executive Principal.
<b>VCE Vocational Major (VM)</b>	A vocational and applied learning program within the VCE designed to be completed over a minimum of two years. It prepares students to move into apprenticeships, traineeships, further education and training, university (via non-ATAR pathways) or directly into the workforce.
<b>Victorian Pathways Certificate (VPC)</b>	The Victorian Pathways Certificate (VPC) is an inclusive Year 11 and 12 certificate designed to meet the needs of students who require a more individualised and flexible program for their last two years of secondary schooling.
<b>Vocational Education and Training (VET) studies</b>	Nationally recognised vocational courses (certificates) integrated within the Victorian Pathway Certificate (VPC), and VCE Vocational Major (VM)

## 1. Educational Services

- 1.1 The College provides education services by delivering the Victorian Pathway Certificate (VPC), VCE, VCE Vocational Major (VM) and Vocational Education and Training (VET)
- 1.2 The provision of educational services does not in itself guarantee a specific student outcome or level of achievement. The program is delivered at the College premises located at 4-5, 9 Danaher Driver, South Morang, 3752.
- 1.3 Occasionally, the course may involve delivery at offsite locations, such as during educational excursions from time to time or where a student is completing VET studies.
- 1.4 The course preferred delivered method is 'face to face' mode.

## 2. Pre-requisites

There are no formal entry requirements for Victorian Pathway Certificate (VPC), VCE, VCE Vocational Major (VM) and Vocational Education and Training (VET) but the College has set certain requirements for enrolments to the College. Please refer to the Enrolment Policy.

## 3. Conditions

- 3.1 The Applicant agrees to:
- a) Abide by all the College policies for the duration of enrolment, as provided on the College website and in the Student & Parent/Guardian Handbook.
  - b) Disclose any medical or health conditions that may affect studies during the period of enrolment, and provide details of any changes in their medical condition/s
  - c) Notify the College of any change of address while enrolled.
- 3.2 The College will request confirmation of current address and contact details in writing for each Applicant at enrolment and at the end of every academic year. Any changes to the details provided earlier must be provided to the College as soon as practicable.
- 3.3 At all times, the College reserves the right to determine which applicants are granted enrolment to the College.
- 3.4 It is a condition of the acceptance of a place offered by the College that Parents agree to be bound by the College's Parent Code of Conduct and the Applicant/student agrees to be bound by the Student Code of Conduct. These codes include the requirement that Parents and Applicants/students will comply with College Policies and Procedures.
- 3.5 The College reserves the right to expel or suspend any student (once enrolled at the College) on the grounds of serious misconduct, or the failure to comply with College policies and disciplinary procedures as defined in the College's Student Behaviour Management Policy.

#### **4. Applicant Responsibilities**

- 4.1 The Applicant agrees that all persons that have parental and/or legal guardianship responsibility for the Applicant, must accept this Contract unless one of those persons can demonstrate in writing, either by evidence of a court order or other sufficient documentary evidence, to the satisfaction of the Executive Principal, that he/she has sole legal responsibility for:
- a) the education and Enrolment of the Applicant/student; and
  - b) payment of all Fees.
- 4.2 The Applicant agrees that the College may provide information relating to the Applicant (including but not limited to, reports, newsletters and information regarding College activities), to all persons who have legal parental responsibility for the Applicant, whether or not those persons have accepted this Contract, unless documentary evidence stating otherwise, is provided to the College, to the satisfaction of the Executive Principal.
- 4.3 The Applicant will take responsibility to ensure they will uphold the reputation of the College which includes, but is not limited to, the prevention of what the College would deem as inappropriate references or images, whether or not related to the College or members of the College community, being uploaded, distributed or displayed on the internet, social media or other mediums. This responsibility extends beyond the period

of time that the Applicant/student is enrolled at the College, and beyond the termination of this Contract.

- 4.4 The parent agrees that they are liable for payment of all Fees for the Applicant/student under 18 years of age.
- 4.5 The Applicant/student over the age of 18 years agrees that they are liable for payment of all Fees.
- 4.6 The parent agrees that all Fees apply while the Applicant/student, under the age of 18 years, is enrolled at the College including any period in which the Applicant Student is absent or suspended from the College.
- 4.7 The Applicant/student, over the age of 18 years, agrees that all fees apply while the Applicant/student is enrolled at the College including any period in which the Applicant/student is absent or suspended from the College.
- 4.8 The Applicant/student agrees that all Fees apply while they are enrolled at the College, including any period in which the Applicant/student is absent or suspended from College.
- 4.9 The Applicant acknowledges, and agrees to be bound by, all conditions as set out in the Student Enrolment Policy, and all conditions as set out in the Fee Management Policy, including those conditions which nominate any part of the Fees as non-refundable.

## 5. Fees

### 5.1 Tuition and non-tuition fees

Tuition fees include charges associated with the provision of academic and \*student support offered by the College. Tuition fees are as follows:

Education Program	Full Year Fees	Concession Fees
Victorian Pathway Certificate (VPC)	\$1300	\$660
VCE, VCE Vocational Major (VM)	\$1500	\$750
Vocational Education and Training (VET)*	\$1000	\$500

**\*VET Fees are only payable by students who are undertaking in-house VET. Students undertaking external VET will need to pay fees as invoiced by the external provider.**

### 5.2 Options for payment of fees

- 5.21 Parents are required to pay a \$100 deposit on their tuition fees before the Applicant/student starts the course. However, parents may choose to pay more than \$100 of the tuition fees before the Applicant/student starts the course if they wish.
- 5.22 Payment of fees must be made through Direct Bank Transfer to:

Plenty River College:

**Bank:** NAB

**BSB:** 083-004 **A/c No.** 97-199-9822

5.23 The name of the Applicant/student must be used by the Parent as the reference on payment.

### **5.3 Payment Terms**

5.31 Fees are payable in accordance with the terms set out in this Agreement.

5.32 By signing this Agreement, Parents of Applicants under the age of 18 agree to be liable for all fees and other payments that may arise from time to time. Any requests to vary this liability must be provided in writing by the Applicant's parents, and any decisions made to vary the liability will be at the sole discretion of the Executive Principal.

5.33 By signing this Agreement, Applicants over the age of 18 years agree to be liable for all fees and other payments that may arise from time to time. Any requests to vary this liability must be provided in writing by the Applicant and any decisions made to vary the liability will be at the sole discretion of the Executive Principal.

5.34 Statements for tuition and non-tuition fees (together, the Fees) are sent out quarterly to the Applicant or Parent.

5.35 Fees are due and payable within a month from the date of issue of the account statement. Applicant/student and Parents are responsible for keeping payment receipts for tuition and non-tuition fees.

5.36 The College will not accept any Fees prior to receipt of this executed Agreement.

5.37 Applicants/Students and Parents experiencing difficulties in paying their account should contact the Executive Principal to discuss their situation and make alternative payment arrangements before the due date.

5.38 Parents of students under the age of 18 years intending to withdraw their Student from the College must provide the College with written notice of their intention to do so, one full College term in advance. Failure to do so will result in the Applicant's Parents being charged one term's Tuition Fees in lieu of attendance.

5.40 Applicants/Students over the age of 18 years, intending to withdraw the Applicant/student from the College must provide the College with written notice of their intention to do so, one full College term in advance. Failure to do so will result in the Applicant and/or Parents being charged one term's Tuition Fees in lieu of attendance.

5.41 In the event that the Applicant/student is withdrawn part way through a term, no adjustment will be made for the Tuition Fees paid for that term. The Executive Principal may apply discretion where a Financial hardship Application has been made to the College.

5.42 Refunds of Fees are subject to Refund Policy of this Agreement and Australian legislation.

5.43 Only in exceptional circumstances, at the discretion of the Executive Principal, will an Applicant/student be allowed to enter a new semester if the fees of the previous semester are unpaid.

## **6. Refund Policy**

## **6.1 Provider default**

6.11 Plenty River College is considered to have defaulted in the following circumstances:

- a) it fails to commence the course for the Applicant/student on the agreed starting date; or
- b) the course ceases to be provided at any time after it started but before it is completed.

6.12 If the College default occurs under clause 6.1, Plenty River College will provide a refund to the Applicant/student or Parent.

6.13 Refunds in accordance with clause 6.1 will be made within 14 days of the default day.

## **6.2 Student default**

6.21 The Applicant/student is considered to have defaulted in the following circumstances:

- a) the course at the College starts on the agreed starting day, but the applicant/student does not start the course on that day (and has not previously withdrawn); or
- b) the Applicant/student withdraws from the course after the agreed starting day; or
- c) the College refuses to provide, or continue providing, the course to the applicant/student because of one or more of the following events:
  - (i) the Applicant/student or parent failed to pay an amount they were liable to pay to the College in order for the Applicant/student to undertake the course;
  - (ii) the Applicant/student breached a condition of his or her enrolment.

6.22 If an Applicant/student or Parent of the Applicant default occurs under clause 6.2, the College will provide a refund to the Applicant/student or Parent.

6.23 Refunds in accordance with clause 6.2 will be made within four weeks of the default day.

## **6.3 Discretionary refunds**

6.31 Plenty River College may, in its absolute and sole discretion, consider providing a pro rata refund to the Applicant/student in the following circumstances:

- a) Where the Applicant/student suffers an illness which, in the opinion of the Executive Principal, dictates that the Applicant/student would be best not continue with the course until such a time when the Applicant/student is fit to do so;
- b) Where the Applicant/student leaves the College due to unresolved social problems or grievances;
- c) On the death of a parent or member of immediate family;
- d) Any other circumstances, which may arise and which, in the opinion of the Executive Principal, are compelling enough to offer a refund.

6.32 Approval for refund on any of the grounds in clause 6.3 is at the sole discretion of the Executive Principal.

## **7. General**

- 7.1 The Tuition Fee of \$50 paid before course commences is non-refundable upon withdrawal except under special circumstances, as determined at the sole discretion of the Executive Principal.
- 7.2 Parents should contact the College at admin@prc.vic.edu.au with a written explanation of their reasons when requesting a refund.
- 7.3 Refunds will be paid to the parents/guardians nominated bank accounts.

## **8. Privacy**

- 8.1 The collection, use, storage and disclosure of information about individuals by the College is in accordance with the College's Privacy Policy and our obligations under the Privacy Act 1988 (Cth), Privacy and Data Protection Act 2014 (Vic), and Health Records Act 2001 (Vic).
- 8.2 Information is collected on this form and during your enrolment in order to meet our obligations under the State and Commonwealth laws, including the Australian Consumer Law.
- 8.3 Information collected about Applicant/students and parents on this form, and during enrolment, may be shared with other staff in order to provide student support or fulfil a legal obligation.

## **9. Parent Code of Conduct**

Parents agree:

- 9.1 To ensure that the College is a child safe environment which is free from child abuse
- 9.2 To interact in a civil manner with staff, students and other parents
- 9.3 To be courteous and respectful in both written and spoken communication with anyone in the College community
- 9.4 To advise the College of areas of potential conflict, such as parenting, family court orders
- 9.5 To behave lawfully on the College grounds and observe any orders, obligations or undertakings they may be subject to
- 9.6 To respect the privacy of other students, parents / carers, staff, contractors and volunteers
- 9.7 To provide the College with relevant medical information about their child or young person i.e. anaphylaxis, asthma and/or diabetes action plans
- 9.8 To not take photos or video footage, or post photos or video footage on social media of staff, students or parents / guardians without prior consent
- 9.9 To not raise their voice or get involved in verbal or online altercations with other parents /guardians or children
- 9.10 When using social media, to not discuss or mention the College, its staff or members of the College community in a negative or defamatory way.

## 10. Breaches of the Parent Code of Conduct

With these guidelines in place, it is hoped that parents/guardians can appropriately direct their concerns and contribute to a harmonious school community that reflects the College's values.

The consequences for breaches of this Code of Conduct will be determined by the Executive Principal and may include the following:

- banning a parent from entry to school grounds or from attending College-related activities or other events;
- direct that a parent may only communicate with members of staff through a nominated College representative;
- in cases of extreme or prolonged breach of this Code of Conduct by a parent, the College may terminate the enrolment of the child of that Parent / guardian, as determined by the Executive Principal;
- where appropriate, the College may involve other authorities; and
- the College may take such other steps as it deems appropriate according to the nature of the breach.

## 11. Student Code of Conduct

I agree to:

- Uphold the values of the College at all times;
- Participate fully in the College's educational program;
- Read and uphold the Policies of the College as outlined in the Student and Parent Handbook;
- Treat teachers, students, staff and volunteers with respect;
- Obey all Victorian Curriculum and Assessment Authority (VCAA) rules of assessment;
- Only submit work for assessment that is my own;
- Participate in class discussion and other class activities;
- Participate in excursions organised by the College;
- Submit assessment tasks on time or seek approval for an extension from my teacher;
- Behave in a positive manner that contributes to the learning of all students, does not disrupt the learning of students, and enables teachers to teach in an atmosphere of cooperation;
- Take responsibility for my learning by arriving for class on time, completing the required course work, and use the resources and teachers to facilitate and support my learning;
- Respect and not interfere with the computer hardware, software, systems and networks provided by the College in any manner, including the introduction of viruses;
- Observe copyright laws and licence agreements, and understand that the loading of computer games is not permitted;
- Use the computer network to only transmit material which is not in violation of any state, federal or international law (including anything pornographic, obscene, threatening or harassing);
- Telephone to advise the College of my absence if unable to attend the College;
- Use the facilities in a cooperative, respectful way;

- Observe the College's non-smoking policy;
- Not come to class under the influence of drugs or alcohol or in possession of weapons, such as knives or guns;
- Ensure safety for myself and others;
- Not use personal devices such as tablets and phone cameras during class time, unless used as part of class work as directed by the teacher;
- Not access gambling or sex websites on the College's computers or tablets – this is strictly prohibited.

## **12. Breaches of the Student Code of Conduct**

Any breaches of the Student Code of Conduct will be dealt with by the College in accordance the relevant College policy.

## **13. Restrictive Interventions**

In line with the College's Restrictive Interventions Policy, physical restraint or seclusion may be used in limited circumstances and only as a last resort at the College. The sole purpose of using restraint or seclusion will be to protect students and/or others from harm. Restrictive interventions will never be used as a form of punishment. The College will notify the Parent as soon as possible if physical restraint or seclusion have been used with their child.

## **14. Termination of this Agreement**

This agreement may be terminated under the following conditions:

- a) at Applicant or Parent request (refer 6.2);
- b) for non-payment of fees after repeated requests and offers of payment options;
- c) due to a breach in the Student Code of Conduct or Parent Code of Conduct;
- d) where the Executive Principal has expelled an Applicant/student for serious misconduct;
- e) where the Executive Principal has determined that an Applicant/student is no longer able to benefit from the educational services provided at College; and
- f) as a result of inadequate or incorrect information provided by the Applicant/student or Parent.

## **15. Declaration**

15.1 All Parents are required to read and sign this written agreement. It is the responsibility of Parents to keep a copy of this Enrolment Agreement.

15.2 The Applicant and Parents confirm they have received and understood information from the College regarding the enrolment of the Applicant/student, including:

- (i) the course in which the Applicant/student is to be enrolled.
- (ii) conditions on enrolment in the course.
- (iii) tuition and non-tuition fees
- (iv) Code of conduct

And the following policies:

- (a) College's Refund Policy
- (b) Privacy Policy
- (c) Behaviour Management Policy
- (d) Suspensions and Expulsions Policy
- (e) Complaints and Grievance Policy
- (f) Enrolment Policy
- (g) Fees Policy

15.3 Applicant/students and parents declare that the information supplied by them is true and correct.

15.4 Applicant/students and parents agree to be bound by all terms and conditions in this Agreement.

This Enrolment Agreement must be read in conjunction with the attached Enrolment Policy and Enrolment Form. The offer of enrolment will not be processed unless accompanied by this signed Enrolment Agreement and fees payable.

Please return this form to Plenty River College

By Post: Executive Principal, Plenty River College, P.O. BOX 501, South Morang, VIC 3752	By Email: admin@prc.vic.edu.au
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**To be completed by the Applicant**

Applicant's Details			
Applicant No		Date of Birth	
Full Name of Applicant			
Address		Post Code	
Email		Phone No.	
Education Program	Victorian Pathways Certificate (VPC) <input type="checkbox"/>	VCE <input type="checkbox"/>	VCE Vocational Major <input type="checkbox"/>
Start Date		Proposed Completion	
Parent / Guardian 1 (In BLOCK LETTERS)			
Full Name			
Address		Post Code	
Email		Phone No.	
Preferred Contact Method (Please tick one)	Email <input type="checkbox"/> Phone (Text <input type="checkbox"/> Call <input type="checkbox"/> )		

Parent / Guardian 2 (In BLOCK LETTERS)			
Full Name			
Address		Post Code	
Email		Phone No.	
Preferred Contact Method (Please tick one)	Email <input type="checkbox"/> Phone (Text <input type="checkbox"/> Call <input type="checkbox"/> )		

Acknowledgement:		
I/We have read the Terms and Conditions of Enrolment and jointly and severally agree to be bound by these Conditions.		
<b>For Applicant/student over 18 years Parent does not need to sign if student is living independently</b>	<b>For applicant/student below 18 years</b>	
Name	Parent / Guardian 1	Parent / Guardian 2
Please Print Name: .....	Please Print Name: .....	Please Print Name: .....
Sign: .....	Sign: .....	Sign: .....
Date: .....	Date: .....	Date: .....