



## ADMISSION GUIDE 2025

(Registration No. A0053090M) (VCAA Code. VCAA15528)

### I. Introduction

Western Chinese Language School Inc. is a community language school registered under the Australian Associations Incorporation Act. (Registration No.: A0053090M). The school has obtained the authorization from VCAA to provide VCE LOTE Chinese (Authorization No.: VCAA15528). In the last few years, our students have achieved excellent results in VCE Chinese examinations, and a good amount of SL and SLA students have obtained the scores of 40+. Currently WCLS is offering Chinese language classes from Preschool to VCE Chinese Coursework programs (including VCE prep, FL, SL, SLA) on Braybrook campus with over 400 students. Students have been encouraged to proactively apply their learning in their social life in sharing the joy of bilingual users. All the teachers, staff and volunteers hold active Working With Children Check Cards or VIT qualification and have learnt and signed child safety related documents. The school is specialized in providing custom-tailored learning services to the students and the great results achieved in VCE Chinese exams and various Chinese writing competitions have approved our success. We have pleasant learning environment, experienced teachers, and student-centered teaching methods here at WCLS. You are more than welcome to enrol for 2025.

### II. Admission

Process From the day when the 2025 Enrolment Notice is issued, all the new students in 2025 are required to enrol online (not applicable for existing students) and pay the tuition fees online (except for special occasions). Parents are required to read this Admission Guide carefully before raising any concerns.

#### 1. Student Registration: Enrolment and payment online

1) All existing students are required to make the payment via bank transfer, no cash for any transaction.

2) New students are expected to fill in the Student Information Form and pay tuition fees online at [www.wclschool.vic.edu.au](http://www.wclschool.vic.edu.au) (or Google Western Chinese Language School)

For any enquiry, please email us at [admin@wclschool.vic.edu.au](mailto:admin@wclschool.vic.edu.au)

3) For new student enrolment, please following the steps below:

A. Click the Enrolment on the school website or scan the QR Code below:



B. Fill in the form as instructed and submit it.

The image shows a screenshot of the enrolment form. The form has a white background with a dark border. At the top, there are several tabs: 'General Info', 'School Info', 'Contact Info', 'Other Info', 'Preference', and 'Terms and Conditions'. The 'General Info' tab is selected. Below the tabs, the text 'General Info' is displayed. Underneath, there is a field labeled 'Chinese Name 中文姓名' with a small icon to its left. The field is currently empty.

4) All the enrolled students (after paying tuition and registration fees) are given access to classrooms.

5) The school provides free textbooks for enrolled students (additional fee will apply if original copies are lost).

## 2. Discount Policies

Please pay the tuition fees based on the price guide provided and discount applies as follows:

- 1) Discounts apply for the third child of the same direct kinship core family and the child of our existing teaching staff.
- 2) Discounts apply for students who paid off full-year tuition fees by **31<sup>st</sup> December, 2024**. Please note that discounts cannot duplicate.

## 3. Refund Policies

- 1) Refund request must be in writing and sent to school email at [admin@wclschool.vic.edu.au](mailto:admin@wclschool.vic.edu.au) with payment receipt and bank details.
- 2) Half-year School fee (a semester) is the basic unit for calculation. Refund can only be claimed by semester and be accepted within the first three weeks of the semester.

- 3) A processing fee of \$20 and the tuition fee of the weeks taken will be deducted from the refund payment. Registration fee is not refundable at any time.
- 4) Requests for dropout or suspension must be in writing and the school would present relevant document for credit and status reservation for future re-entry.
- 5) Once the relevant information is confirmed, the refund payment would be made within 15 business days after the application.

### III. Methods of Payment

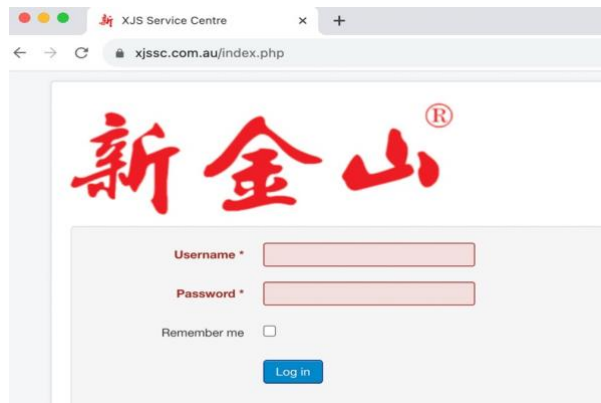
- 1) During Covid-19 restriction periods, WCLS follows all the government instructions. Concerning the health and safety of the school community, parents are required to make the payment by online bank transfer or other methods such as cheque, debit card, credit card or UNIPAY. No cash is accepted.
- 2) When transferring, please leave the following message as a note for our financial team to record your transaction.
  - a. For **2025 new student**, leave a message as follows: "**new + The full name of students registered in the day school+ Preferred Year Level**", such as: "**new + Sun Zhang + Y4**".
  - b. For **existing students**, "**The full name of students registered in the day school**", such as: "**Sun Zhang**";
- 3) After making the payment, please download the payment confirmation PDF or screenshot and notify WCLS by the following ways:
  - a. For **2025 new student**, please send the required documents to [admin@wclschool.vic.edu.au](mailto:admin@wclschool.vic.edu.au).
  - b. For **existing students**, please upload the required documents to **WCLS Student Information Digital Platform** (<https://www.xjssc.com.au/>)

Step ① Log in

Step ② click "Upload of Payment Proof"

Step ③ click "Upload of Payment Proof" again

Step ④ Select the student name – then fill in the amount of transferred amount and the date of payment; finally, upload the required documents (either PDF or Snapshot of Payment Proof)

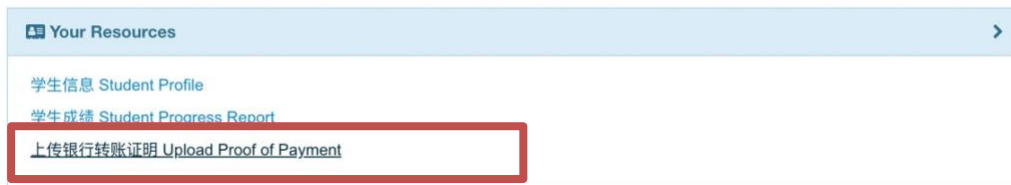


For log in inquiry, please feel free to visit the reception on Braybrook campus during School days (Saturdays during school terms); or send inquiry via email during school holidays, [admin@wclschool.vic.edu.au](mailto:admin@wclschool.vic.edu.au)

(\*Student number is not compulsory, please refer to leave a note as " the full name of students registered in the day school".

Homepage after Log-in:

Student



Interface 1:



Interface 2:

Upload Payment Proof 上传付费凭证

Student Name	Please select
Payable To	
Date	
Amount	
Proof	Choose file No file chosen

请在Reference里输入学生代号。如有任何问题，请联系学校工作人员。感谢您的合作!!  
Please input unique student number in the reference. If you have any questions regarding bank transfer, please contact school admin team.

感谢您的合作!!  
Thank you for your cooperation!!

4) Once your payment is confirmed, the invoice would be sent to your registered email address.

## WCLS Bank details

Bank: Commonwealth Bank of Australia

A/N: Western Chinese Language School

BSB: 063-000

A/C: 1324-0489

## IV. 2025 School Calendar

Semester One	<u>Term 1 (8 weeks)</u>	8 February, 2025 (Sat) – 29 March, 2025 (Sat)
	<u>Term 2 (9 weeks)</u>	3 May, 2025 (Sat) - 28 June, 2025 (Sat)
Semester Two	<u>Term 3 (8 weeks)</u>	2 Aug, 2025 (Sat) - 20 September, 2025 (Sat)
	<u>Term 4 (10 weeks)</u>	11 October, 2025 (Sat) - 13 December, 2025 (Sat)

### Class Time

Every Saturday during the school periods

**Morning Session**            **9:30 am – 12:15 pm (a 15-minute recess for every 45-minute class)**

**Afternoon Session**        **1:00 pm – 3:45 pm (a 15-minute recess for every 45-minute class)**

## V. Child safety policies

1. WCLS complies with all the child safety policies required by DET and CLV and has developed all the relevant regulations such as Code of Conduct, Child Safe Policy, Student Collection Policy, Antbullying Policy and Cyber Safety Policy etc. If you have any concern or suggestions regarding our school policies on child safety, please visit our school website <https://wclschool.vic.edu.au/childsafety/> or email us at [admin@wclschool.vic.edu.au](mailto:admin@wclschool.vic.edu.au).
2. WCLS undertakes regular **fire drill** and **lockdown** rehearsals for ensuring campus safety. Students are all required to be well informed and practice the process of **fire drill** and **lockdown rules** at WCLS campus.

## VI. COVID-Safe policies

WCLS complies with all the regulations and instructions regarding COVID-Safe and health protection required by DET and CLV. The health and safety of students and staff of WCLS is always the priority of the school.

## VII. On-campus conducts of students and parents

1. The school observes the rules and regulations framed by the Department of Education and Training including those of Child Safety Standards.
2. The school has developed relevant policies such as Discipline Procedures, Student Attendance Policy, etc.
3. Students observe the regulations framed by the school, protect the school's reputation and intellectual properties and take the responsibility for the damages caused by themselves.
4. Within school terms, students are not allowed to enter the campus without the company of adults before 9:15am.
5. Without permission, students cannot leave school for shopping or go home during school time.
6. During class time, students are not allowed to use mobile phones; Without permission of class teachers, students are not allowed to use tablets in class.
7. Students are not suggested to bring any valuable items to school. They would take full responsibilities for any loss or damage.
8. Early collection is only accepted with written confirmation from the reception area after completing the Student Early Collection Form.
9. All the students not being collected 15 minutes after class would be sent to the reception on campus.
10. Parents need to provide written authorization for other guardians or friends to collect their children if they are not able to do so themselves.
11. All the campuses are NUTS-FREE and EGGS-FREE due to food allergic concerns.
12. During class time, parents and non-WCLS staff are not allowed to stay on campus.

## VIII. Chinese Courses (Preschool)

For meeting student learning needs and a better learning outcome, WCLS Preschool programs are designed and planned under *VCAA The Victorian Curriculum F-10* and *Victorian Early Years Learning and Development Framework*.

Courses	Requirements	Contents
<b>Chinese Preschool</b>	Children Aged 4-5	<b>Morning Session</b> The curriculum is based on <i>The Victorian Curriculum F-10</i> and <i>Victorian Early Years Learning and Development Framework</i> . Drawing, singing, and handicraft making are supplemented in class teaching.

## IX. Year 1-8 General Chinese Courses (VCE/HSK directions)

The General Chinese Courses at our school are designed according to *The Victorian Curriculum F-10* issued by VCAA. It meets the needs of students of different ages, Chinese proficiency levels, and learning purposes for in-person language learning in the western suburbs.

Courses	Requirements	Contents
<p><b>Year 1-5</b></p>	<p>Children Aged 5+</p>	<p style="text-align: center;"><b>Morning/ Afternoon Session</b></p> <p>Classes are mainly taught in Chinese. Teachers may explain in English to help students understand the instruction. Book 1-5 of the Chinese textbook series Chinese are used. There would be a balanced focus on reading, writing, listening, and speaking to cultivate a good learning habit and an interest in Chinese for students. Pinyin class would be available for year 1 students. (At HSK 1 Level, foundation to VCE Chinese)</p>
<p><b>Year 6-8</b></p>	<p>Primary &amp; Secondary School Students with a certain level of Chinese fluency. Placement tests are available for class/level selection.</p>	<p style="text-align: center;"><b>Morning/ Afternoon Session (Some Year Levels)</b></p> <p>Focus on Chinese reading and writing to fortify students' oral and written skills. Book 6-8 of the Chinese textbook series Chinese are used. More intensive speaking and writing exercise are provided for students over Year 7. The school provides Advanced Chinese Class to meet the demand of students with higher Chinese levels. Textbooks are the secondary school version of the Chinese series. (At HSK 2 Level, foundation to VCE Chinese)</p>
<p><b>Chinese Culture (non-VCE direction)</b></p>	<p>Secondary School Students with a certain level of Chinese fluency. Not attend VCE Chinese in the future.</p>	<p style="text-align: center;"><b>Afternoon Session</b></p> <p>Focus on Chinese reading and writing skills, as well as oral and written skills. Book 9-12 of the Chinese textbook series Chinese are used. Reading about Chinese culture and discussion on the oriental wisdom and values, developing the understanding of Chinese traditions and customs. Textbooks are the primary school version of the Chinese series. (HSK 1/ HSK 2 Level)</p>

## X. VCE Chinese Programs

WCLS has obtained the authorization from VCAA to provide VCE LOTE Chinese (Authorization No.: VCAA15528) including VCE Chinese as First Language (FL), Chinese as Second Language (SL) and Chinese as Second Language Advance (SLA) programs. Students can be enrolled at WCLS for VCE purpose or just join the VCE coaching program at WCLS.

In the last few years, our students have achieved excellent results in VCE Chinese exams and a good amount of SL and SLA students have obtained the scores of 40+.

Courses	Requirements	Contents
<p><b>VCE Chinese Prep</b></p>	<p>Year 8 and/or Year 9 students in 2025 with acceptable Chinese proficiency.</p>	<p style="text-align: center;"><b>Morning Session</b></p> <p>Textbooks and supplementary materials are well-chosen and designed preparing students for later VCE studies. The course provides students with knowledge basic and essential to further VCE Chinese studies.</p> <p>Taught by teachers qualified and experienced in VCE Chinese education.</p>
<p><b>VCE Chinese Year 11 (Unit 1/2) Year 12 (Unit 3/4)</b></p>	<p>Year 10, 11 &amp; 12 students in 2025 with acceptable Chinese proficiency.</p>	<p style="text-align: center;"><b>Morning Session</b></p> <p>The school provides Chinese First Language (FL), Chinese Second Language (SL), Chinese Second Language Advanced (SLA) and Chinese Language, Culture and Society courses based on relevant regulations of VCAA.</p> <p>Textbooks and supplementary materials are well-chosen and designed according to the VCE Chinese Syllabus as well as the test requirement. The course provides students with essential reference materials and tailored training to fully prepare them for the test.</p> <p>Taught by teachers qualified and experienced in VCE Chinese education.</p>



## XI. 2025 Tutorial Fee

Year Level	Full Fare (Standard)		Early Bird Payment (Before 31 Dec 2024)	Third Child / Child of teaching staff
	Half-Year	Full-Year	Full-Year	Full-Year
Preschool (Half Day)	Registration Fee \$150	Registration Fee \$300	Registration Fee \$300	Registration Fee \$300
	Tutorial Fee \$350	Tutorial Fee \$700	Tutorial Fee \$500	Tutorial Fee \$300
	<b>Total Payable Fee \$500</b>	<b>Total Payable Fee \$1,000</b>	<b>Total Payable Fee \$800</b> (\$200 off)	<b>Total Payable Fee \$600</b> (\$400 off)
Year 1-8 Chinese Culture (Half Day)	Registration Fee \$150	Registration Fee \$300	Registration Fee \$300	Registration Fee \$300
	Tutorial Fee \$350	Tutorial Fee \$700	Tutorial Fee \$500	Tutorial Fee \$300
	<b>Total Payable Fee \$500</b>	<b>Total Payable Fee \$1,000</b>	<b>Total Payable Fee \$800</b> (\$200 off)	<b>Total Payable Fee \$600</b> (\$400 off)
VCE Perp (Half Day)	Registration Fee \$200	Registration Fee \$400	Registration Fee \$400	Registration Fee \$400
	Tutorial Fee \$450	Tutorial Fee \$900	Tutorial Fee \$650	Tutorial Fee \$400
	<b>Total Payable Fee \$650</b>	<b>Total Payable Fee \$1,300</b>	<b>Total Payable Fee \$1,050</b> (\$250 off)	<b>Total Payable Fee \$800</b> (\$500 off)
VCE Year 11 (Half Day)	Registration Fee \$300	Registration Fee \$400	Registration Fee \$400	Registration Fee \$400
	Tutorial Fee \$650	Tutorial Fee \$1,100	Tutorial Fee \$800	Tutorial Fee \$500
	<b>Total Payable Fee \$950</b>	<b>Total Payable Fee \$1,500</b>	<b>Total Payable Fee \$1,200</b> (\$300 off)	<b>Total Payable Fee \$900</b> (\$600 off)
VCE Year 12 (Half Day)	Registration Fee \$300	Registration Fee \$400	Registration Fee \$400	Registration Fee \$400
	Tutorial Fee \$800	Tutorial Fee \$1,400	Tutorial Fee \$1,050	Tutorial Fee \$700
	<b>Total Payable Fee \$1,100</b>	<b>Total Payable Fee \$1,800</b>	<b>Total Payable Fee \$1,450</b> (\$350 off)	<b>Total Payable Fee \$1,100</b> (\$700 off)

### WCLS Bank details

Bank: Commonwealth Bank of Australia

A/N: Western Chinese Language School (or WCLS)

BSB: 063-000

A/C: 1324-0489

Please upload Payment Proof according to the above instructions. Thank you!

### XII. Parent/Guardian Complaint Procedure

A complete Parent/Guardian complaint procedure is available based on the requirements of the Department of Education and Training. More details are available on our website at

<https://wclschool.vic.edu.au/wpcontent/uploads/2019/10/Parent-Complaints-Procedure.pdf>.

Remark: Any questions about WCLS Admission Guide 2025, please send an email to [admin@wclschool.vic.edu.au](mailto:admin@wclschool.vic.edu.au).