

MLC Fee Payment Information



MLC accepts payment in Australian dollars (AUD) only.

Payment options

Application and Enrolment Fees are collected via our online payment gateway using debit or credit card.

All other invoices and payments are accepted via the following options:

BPAY (preferred – current families only)

Biller code	242164
Reference	Enter the BPay Reference on your Statement of Account

No credit card surcharge applies to fee payments via BPay. Please contact your bank or financial institution to arrange to make this payment from your credit card.

Credit or Debit Card

We accept the following credit cards via our secure online payment gateway on the myMLCfamily parent portal; the following surcharges apply when making payment via this method:

Mastercard, Visa, American Express	1.08%
Diners Card	1.73%

Payments on international credit cards may attract further payer transaction charges from the card issuer or financial institution.

Direct Deposit

Local	International
BSB: 033 002 Account number: 775396 Description: quote the Account Number on your Statement of Account	Methodist Ladies' College Limited WESTPAC Banking Corporation Melbourne Head Office Branch 360 Collins Street Melbourne Victoria 3000 Australia Swift Code: WPACAU2S Description: quote the Account Number on your Statement of Account

All bank charges are to be paid by the payer, in addition to the invoiced charges.
Please allow sufficient time for processing to ensure payment is cleared to MLC's account by the due date.

Cash or Cheque

We do not accept cash payments. Please use the direct deposit option listed above via your preferred financial institution.

Cheques should be made payable to **Methodist Ladies' College Ltd**. Quote your Account Number on the reverse, and mail crossed cheques to MLC Family Accounts, 207 Barkers Road, KEW Victoria 3101. We accept cheques from Australian banks in Australian dollars only. Please allow sufficient time for processing to ensure payment is cleared to MLC's account by the due date. Any returned cheque and bank processing charges will be added to the outstanding invoice for payment by the payer.

2024 Billing Cycle for Fees and Charges

Please allow sufficient time for processing to ensure payment is cleared to MLC's account by the due date.

Each fees instalment includes charges for: Kindle or Tuition Fees and, if applicable, Technology Levy and/or Boarding Fees

Month of issue	Invoice includes	Due date
October 2023	2024 fees instalment 1 Also includes voluntary tax-deductible donation to MLC Building Fund plus, if any , optional co-curricular charges	Tuesday, 31 October 2023
December 2023	If any, optional 2023 co-curricular charges	Tuesday, 19 December 2023
February 2024	2024 fees instalment 2 and additional 2024 annual charges, as applicable Also includes voluntary tax-deductible donation to MLC Building Fund and voluntary annual Parents' Association levy plus, if any , optional 2024 co-curricular charges	Thursday, 29 February 2024
June 2024	2024 fees instalment 3 Also includes voluntary tax-deductible donation to MLC Building Fund plus, if any , optional 2024 co-curricular charges	Friday, 28 June 2024

Please refer to the MLC Terms & Conditions of Enrolment, and if applicable, the International Student - Additional Terms and Conditions.

Updates to billing or correspondence details

To update your address or make any other changes to contact details for future billing and correspondence, please login to the [myMLCfamily portal](#) and submit the changes using the online form.

Questions?

Please email MLC Family Accounts (familyaccounts@mlc.vic.edu.au). Current families, please include your Account Number in the subject line so we can more readily assist you.