



RUYTON GIRLS' SCHOOL

APPLICATION FOR ADMISSION

SCHOOL CONNECTIONS

If applicable please complete the appropriate sections below.

Name of sibling/s 1. _____

- Previously attended Ruyton
- Current student
- Enrolled
- Not enrolled

2. _____

- Previously attended Ruyton
- Current student
- Enrolled
- Not enrolled

If mother/guardian attended Ruyton, please provide the following information:

Maiden Name _____

Final Year and House _____

Other family members who have attended Ruyton.

Maiden Name _____

Final Year and House _____

OTHER INFORMATION

There is no obligation to complete this next section however, your answers will assist us in improving our service.

What prompted you to enrol your child at Ruyton? Please tick appropriate boxes.

- excellent reputation of the School
- girls' school
- continuing the family tradition
- wide range of choices and opportunities
- academic excellence cc
- entry open to all, regardless of ability or background
- Co-ordinate Programme with Trinity Grammar (Years 11 &12)
- other - please specify: _____

What brought Ruyton to your attention? Please tick appropriate boxes.

- family
 - friends .
 - news items
 - open days/tours
 - web site
 - employer
 - advertisements or promotion material
 - other - please specify: _____
-

PLEASE RETURN

1. This **completed Application** for Admission form
2. A **photocopy of the birth certificate** - to be retained by the School
3. The **non-refundable Application Fee** made payable to Ruyton Girls' School

And forward to: Mrs Nadine Hibbert

Registrar, Ruyton Girls' School, 12 Selbourne Road, KEW VIC 3101.

Ruyton Girls' School is a registered provider on the Commonwealth Register of institutions and Courses for Overseas Students (CRICOS) Provider Number 00336J

COLLECTION NOTICE

Ruyton is committed to protecting your privacy and the confidentiality and security of personal information provided by you to us. The School collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your daughter/son.

You have the right to access any such information held by Ruyton which relates to you or your daughter/son and to correct information which is inaccurate. Access and/or correction enquiries can be made in writing to the Principal, Ruyton Girls' School.

For more information on Ruyton's Privacy Policy, visit our website at www.ruyton.vic.edu.au

PAYABLE WITH APPLICATION FOR ADMISSION FORM

- A non-refundable Application Fee of \$82.50 (incl. GST) payable with Application for Admission Form.
- A non-refundable Application Fee of \$165.00 (incl. GST) payable with Application for Admission Form for overseas students.

PAYABLE ON CONFIRMATION OF ENROLMENT

Entrance Fee

A non-refundable fee of \$400 is payable to The Ruyton Foundation.

Fees in Advance

Fees in Advance of \$1,500 to be credited to the final fee statement when the student leaves the School.

For overseas students Fees in Advance of \$2,000 to be credited to the final fee statement when the student leaves the School.

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DECLARATION

My signature below indicates that I have read and noted the Fees and Regulations for Enrolment stated in the Business Notice and agree to abide by these and any regulations in force at the School. I agree to pay promptly all fees and other money due to the School in respect of the child enrolled. If my child is transferring from another school I authorise the School to obtain from that school such credit or other information that may be required. I certify that the information given herein by me is true and correct.

I enclose a non-refundable Application Fee and attach, a photocopy of my child's birth certificate.

This application requires the signature of both parents. If both signatures are not appended, the circumstances should be indicated. If parents are divorced or separated the signature(s) of the parent(s) responsible for payment of fees is/are required.

Father's signature _____	Date / / _____
Mother's signature _____	Date / / _____
Guardian's signature _____	Date / / _____

ENROLMENT PAYMENT

Enclosed is my payment \$ _____

Payment Method (Please circle)

Credit Card Visa/Mastercard/Bankcard only

Cheque Cheque (to be made out to Ruyton Girls' School)

Cash

Credit Card details

Card No. ____ / ____ / ____ / ____

Expiry Date __ / __

Card Holder Name: _____

Signature: _____

Date: _____

OFFICE USE ONLY	Fee	REC.NO.	DATE RECEIVED
Administration	\$ _____	_____	_____
Entrance	\$ _____	_____	_____
FIA	\$ _____	_____	_____

OFFICE USE ONLY Codes
Student _____
Father _____
Mother _____
Guardian _____

ENROLMENT PROCEDURE

When the application for enrolment is lodged, a non-refundable Application Fee is payable to the School (see schedule of current fees on reverse side). Receipt of your application will be acknowledged by the Principal.

Parents will be contacted approximately 1-2 years prior to enrolment. An interview with the Principal will then be arranged for parents or guardian and student.

A formal offer of a place in the School may then be made and a non-refundable Entrance Fee and Fees in Advance per student are immediately payable to accept a place. Upon receipt of such monies, formal confirmation of the place is provided by the Principal.

SCHOLARSHIPS

A range of Academic, Music and other Scholarships are offered by Ruyton with the continuation of any scholarship the subject of regular review of academic and other performance.

Short-listed candidates and their parents are interviewed by the Principal, as part of the Scholarship process.

Dates of Scholarship Examinations are published in the press during Term 1. Additional information can be obtained from the School.

Bursary assistance may be available to assist families with special short term and particular financial need. This form of temporary assistance is at the sole discretion of the Principal.

BUSINESS NOTICE - TERMS AND CONDITIONS

Billing Dates: Will be as close as practicable to the first day of February, May and August.

Payment Date: All Fees are due and payable on receipt of the account.

Late Payment Fees: \$50 will be charged on all accounts not paid within one month of billings. A further \$50 will be charged if accounts are not paid within one month of each late payment notice. No student may commence a new term unless the previous account has been paid.

Students Absent Overseas, etc: To hold a confirmed place for a student who leaves but wishes to return at a later date, (including exchange students,) full fees must be paid for each term's absence as well as leaving the Fees in Advance with the School, save in circumstances approved by the School Board.

Removal of Student: A term's notice in writing must be given to the Principal, or half a term's fee is required before removal of a student from the School.

Family Discount: For families with more than two children at Ruyton a 20% discount, off the scheduled fee, applies for each additional child.

Additional Charges: some items are charged in addition to tuition fees and are payable on receipt of invoice. For example, these include:

- (a) Music lessons and hire of musical instruments: by arrangement with the Music Department.
- (b) Visual Art/Photography levies: (Years 7-12) a charge is made to cover the cost of standard materials used where Art forms part of the student's studies.
- (c) Outdoor Education or Activities Programmes: the cost of Outdoor Education Programmes or activities at various levels is either collected by the organisers or charged on account after due notice has been given.

Queries: Parents with queries regarding fees should contact the Business Manager, or the Financial Controller.