RUYTON GIRLS' SCHOOL 2021 TUITION FEES - LOCAL STUDENTS

Year Level	Annual Tuition Fee $	Early Payment[1] (Pay in full by 16/1/21)	Tuition Fee Per Billing (Feb, May & Aug)	Tuition Fee in 10 Instalments (Feb to Nov)[2]
Kindergarten [3]				
5 Days	22,272	21,827	7,424	2,227.20
3 Days	13,362	13,095	4,454	1,336.20
Pre-Prep [3]				
5 Days	22,272	21,827	7,424	2,227.20
4 Days	17,814	17,458	5,938	1,781.40
Prep	20,746	20,331	6,915	2,074.60
Year 1 - 2	24,813	24,317	8,271	2,481.30
Year 3 - 4	26,620	26,088	8,873	2,662.00
Year 5 - 6	27,510	26,960	9,170	2,751.00
Year 7	30,342	29,735	10,114	3,034.20
Year 8 - 9	32,208	31,564	10,736	3,220.80
Year 10	33,112	32,450	11,037	3,311.20
Year 11 – 12	34,243	33,558	11,414	3,424.30

Note:

(1) A discount of 2% is applicable if the Annual Tuition Fee is paid in full on or before 16 January 2021. The discount cannot be applied to credit card payments.

(2) Monthly instalments are payable in 10 equal instalments from February to November.

(3) Annual tuition fees cover the Early Learning Programme during term time only. Holiday programme fees are $118 (daily) or $590 (weekly).

PAYMENT METHODS

Payments by EFT

Bank: NAB
BSB: 083 004
Account: 852640788
Reference: Ruyton Account Number and Name

Pay online by visiting our website at: http://www.ruyton.vic.edu.au/payments/pay-current-fees.

Credit cards accepted include: AMEX, Visa & MasterCard. Union Pay can be used in person at the Business Office.

PAYABLE WITH APPLICATION FOR ADMISSION FORM

(1) A non-refundable Application Fee of $110.00 (inc GST).

COMMENCEMENT FEES - PAYABLE TO ACCEPT ENROLMENT OFFER

(1) Entrance Fees

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

A non-refundable non-deferrable fee of $2,000* which is deducted from the first account.

(2) Fees in Advance

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

For overseas students fees in advance of $3,000* are payable to be credited to the final fee statement when the student leaves the school.

(3) Old Ruytonians' Life Membership

A non-refundable fee of $300 is payable to the Old Ruytonians' Association.

* *Subject to change without notice*

ENROLMENT AGREEMENT

By enrolling their child at Ruyton Girls' School (Ruyton), parents/guardians agree to be bound by these terms and conditions.

Ruyton may vary and amend these terms and conditions from time to time and notice of such will be provided to parents/guardians. The enrolment, or continued enrolment, of a student will signify acceptance by the parent/guardians of any variations to the Conditions of Enrolment.

Education Programme

Ruyton is an open entry K – 12 school offering an innovative programme of learning, leadership and engagement. Our academic programme is broad, challenging and creative, with an emphasis on personalised learning.

The School reserves the right to vary its curricular, co-curricular, wellbeing programs and teaching methods as it considers necessary and/or appropriate.

Enrolment Process

Application: To apply for a place at Ruyton, an Application for Enrolment should be completed via our website. When the application for enrolment is lodged, a non-refundable application fee is payable to the School. Receipt of the application will be acknowledged by the Principal. An application is a perquisite to admission but not a guarantee of enrolment.

Confirmation of intention to enrol: Parents will be contacted approximately 1–2 years prior to enrolment to confirm intention to enrol and to collect more recent information, including school reports, educational specialist reports, NAPLAN results and an immunisation history statement. It remains the responsibility of parents/guardians to ensure the School is informed of any changes to your contact details. The School may remove an application from the waiting list if repeatedly unable to make contact with a family.

Interview and Offer: If a place is available, the School will invite applicants to meet with the Principal and may subsequently make a formal offer of enrolment. All offers are made at the Principal's discretion and according to Ruyton's Admissions Policy.

Acceptance and Confirmation of Enrolment: To accept an offer of enrolment, an Acceptance of Enrolment form must be completed and commencement fees paid. Commencement fees include a non-refundable entrance fee, payment of fees in advance and Old Ruytonians Association (ORA) membership fee.

By completing the Acceptance of Enrolment form, the parents/guardians of the student agree to be liable (jointly and severally if more than one) for all fees and charges payable to Ruyton in respect of the student. This liability will continue despite any change in the relationship between the parents/guardians, any court order in relation to their financial relationship or any agreement or arrangement with a third party for the payment of the student's tuition fees and charges.

By accepting the offer of enrolment, Parents/Guardians also agree to comply with, and will require their daughter to comply with, Ruyton policies, codes of conduct, rules and procedures (as introduced or amended from time to time) including those relating to:

- the care, safety and welfare of students,
- standards of dress, grooming and appearance,
- concerns or complaints,
- social media and the use of information, communication and technology systems,
- student behavior, conduct and discipline of students, and
- parent/guardian behaviour and conduct.

Offers of enrolment not accepted by the due date may be passed on to other applicants. Confirmation of enrolment will be provided once the Acceptance of Enrolment form and the commencement fees have been received.

Withdrawal of a Student: A full term's notice in writing must be given to the Principal prior to the withdrawal of a student from the school, or a full term's fee in lieu of such notice is payable.

Cancellation of Enrolment: If a student's academic or social progress is such that, in the opinion of the Principal, she is not benefiting from the curriculum and programmes of Ruyton, the parents/guardians may be advised to withdraw her from Ruyton or the Principal may cancel her enrolment. Ruyton may also cancel a student's enrolment on grounds of misconduct, failure of the student or parents/guardians to comply with any of Ruyton's codes of conduct, policies, rules or procedures, or for any reason considered by the Principal to be appropriate, including if the Principal is of the view that a mutually beneficial relationship of trust and cooperation between the parents/guardians and Ruyton or any of its staff has broken down such that the ability of Ruyton to provide a meaningful education to the student is adversely compromised.

Leave of Absence: 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.

Scholarships

A range of Academic, General Excellence, 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 and on our website during Term 1.

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.

Ruyton Early Learning

To commence at Ruyton Early Learning children must have turned three by 31 January of year of entry. Full payment is required from the first day of Term 1 where a place is reserved for a child who does not meet this requirement.

All children attending Ruyton Early Learning are required to be fully immunised. A statement of immunisation history must be provided prior to confirmation of enrolment.

Ruyton Early Learning is a Registered Child Care Program and eligible families may benefit from the Australian Government's Child Care Subsidy. Eligibility can be checked via the Department of Human Services website.

Ruyton Early Learning offers a Holiday programme and an Aftercare programme. Fees are charged based on usage. Any child not collected from their Learning Group by 3.15pm will transition to the Aftercare programme A late collection fee of $15 per 15 minutes applies if children are not collected from Aftercare by 6pm.

Business Terms and Conditions

School tuition fees and charges are payable in accordance with these terms and conditions and Ruyton's schedule of tuition fees as published from time to time for each school year. The tuition fees and charges may be varied and increased by Ruyton from time to time and in its sole discretion.

Billing Dates: Fee Statements are issued four times year. Tuition fees are invoiced in three equal instalments as close as practicable to the first day of February, May and August, along with any additional charges owing. Additional charges incurred after August will be billed in November

Payment Date: Fees and charges are due by the date noted on each Fee Statement. Methods of payment include credit card, electronic bank transfer or direct deposit to Ruyton's nominated account at a bank (preferred for cash payments).

Payment by Instalment: Tuition fees may be paid in ten equal instalments from February to November, by direct debit or credit card. The regular monthly payment covers tuition fees only, additional charges will be billed in line with regular billing dates. Payment by instalments using a credit card incurs a fee of $20 per instalment, billed in May.

Early Payment: A discount of 2% is applicable where annual tuition fees are paid in full on or before 16 January (excluding payments made by credit card). Payment is limited to one year of tuition fees in advance.

Late Payment: The amount outstanding on any school account after the due date for payment will accrue interest from the due date until it is paid in full at the rate for the time being fixed under section 2 of the Penalty Interest Rates Act 1983 (Vic). An Administrative Fee of $100 will be charged on accounts not paid within 14 days of billing. A further $100 for each 14-day period thereafter will be charged until full payment has been received. No student may commence a new term while any amount in relation to that student or any sibling is in arrears. Ruyton also reserves the right to cancel the enrolment of a student and any sibling if all amounts required to be paid in respect of the student have not been paid in full by the due date. Any failure, delay or indulgence by Ruyton in relation to outstanding fees and charges is not a waiver of its other rights in respect of the nonpayment. Any expenses incurred by Ruyton in seeking to recover any outstanding fees and charges, including debt collection agency fees and legal fees (on an indemnity basis) may be claimed from and will be payable by the parents/guardians. An administration fee of $100 will be applied to any payment that is dishonored. Late payment fees do not apply to families paying by direct debit instalments.

Additional Charges: Some items are charged in addition to tuition fees. This includes but is not limited to:

- year level camps, outdoor education or activities programmes & overseas tours,
- music lessons and hire of musical instruments,
- stationery resources for students in Prep – Year 4 ,
- subject or resource levies to cover the cost of standard materials used eg. visual art/photography, online education resource subscriptions,
- fees associated with Ruyton Early Learning's Holiday Programme and after school care.

Additional charges are itemised and included on the Fee Statement.

Annual booklists: All students in Prep - 12 are issued with an annual booklist from the School's official supplier. The list details all resources and stationery requirements for the next year.

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

Goods and Services Tax (GST): Tuition fees are free of GST however the School is required to apply GST to some additional charges.

Property Losses: Students are responsible for any personal belongings brought to School. Ruyton will not be liable for any loss or theft of, or damage to, such belongings.

Privacy: Standard Collection Notice

information about pupils and parents before and during the course of a pupil's enrolment at the School. This may be in writing, through technology systems, or in the course of conversations. The primary purpose of collecting this information is to enable the School to provide schooling to pupils enrolled at the school, exercise its duty of care, and perform necessary associated administrative activities, which will enable students to take part in all the activities of the School.

Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care. We will request contact details including the students current residential address, mobile number, email address, who to contact in emergency situations. Any changes to these details must be advised to the School within 7 days of the change.

Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.

Health information about pupils is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988. We may ask you to provide medical reports about pupils from time to time.

A student's enrolment may be delayed or prevented if the School cannot collect certain personal information. This is particularly so where the information is relevant to the health and safety of the student, other students and/or staff.

The School may disclose personal and sensitive information for educational, administrative and support purposes, including to:

- other schools and teachers at those schools;
- government departments (including for policy and funding purposes);
- medical practitioners;
- people providing educational, support and health services to the School, including specialist visiting teachers, coaches, volunteers, and counsellors;
- providers of learning and assessment tools;
- assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN);
- agencies and other organisations to whom we are required to disclose personal information for education and research purposes;
- people providing administrative and financial services to the School;
- anyone you authorise the School to disclose information to; and
- anyone to whom the School is required or authorised to disclose the information to by law, including child protection laws.

Personal information collected from students is regularly disclosed to their parents or guardians.

The School uses information management storage systems provided by third party service providers. Personal information is stored with and accessible by the third party service providers for the purpose of providing services to the School in connection with the systems.

The School may use online or 'cloud' service providers to store personal information and to provide services to the School that involve the use of personal information, such as services relating to communication, education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their

services. This personal information may reside on a cloud service provider's server which may be situated outside Australia.

The School's Privacy Policy, accessible on the School's website, sets out how parents or students may seek access to and correction of their personal information which the School has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the student, where students have provided information in confidence or where the School is otherwise required or authorised by law to refuse access. Any refusal will be notified in writing with reasons (unless, given by grounds for refusal, it would be unreasonable to provide reasons).

The School's Privacy Policy also sets out how parents and pupils can make a complaint about a breach of the APPs and how the complaint will be handled.

The School may engage in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

On occasions information such as academic and sporting achievements, pupil activities and similar news is published in School newsletters and magazines, on our intranet, website and social media accounts. This may include photographs and videos of pupil activities such as sporting events, school camps and school excursions. If you do not wish photographs or videos to be included in these publications, please contact the Director of Community Relations at community@ruyton.vic.edu.au so that your images/videos are not selected or publication. If the School does not receive an objection from you, it will be assumed that you have consented to allow the School to use photographs (which may include images of yourself and/or your daughter) for the purposes described above. The School will seek your separate consent before publishing an image of yourself and/or your daughter where the name of the person in the image is disclosed in the publication or where the photo involves a specific activity, purpose or publication not identified above.

If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why.

Queries

Parents with queries regarding these Conditions of Enrolment should contact the Director Business, Finance and Facilities.