



## RUYTON GIRLS' SCHOOL 2020 TUITION FEES

Year Level	Annual Tuition Fee \$	Early Payment <sup>(1)</sup> (Pay in full by 31/1/19)	Tuition Fee Per Billing (Feb, May & Aug)	Tuition Fee in 10 Instalments (Feb to Nov) <sup>(2)</sup>
5 Days	22,272	21,827	7,424	2,227.20
3 Days	13,362	13,095	4,454	1,336.20
<b>Pre-Prep <sup>(3)</sup></b>				
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 31 January 2020. 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: ANZ  
BSB: 013-345  
Account: 3043 42595  
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: 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).
- (2) A non-refundable Application Fee of \$165.00 (inc GST) for overseas students.

### PAYABLE ON CONFIRMATION OF ENROLMENT

#### (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 POLICY & PROCEDURE

Ruyton Girls' School has an open entry policy and students may be offered a place after submission of current school reports and an interview with our Principal (or her delegate) to ensure that suitable programmes exist to meet the needs of the prospective student and the expectations of their parents/guardians.

An application is a prerequisite to admission but not a guarantee of enrolment. The Principal reserves the right to determine to whom places are offered.

### Enrolment Procedure

When the application for enrolment is lodged, a non-refundable Application Fee is payable to the School. 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 at the Principal's discretion. A non-refundable Entrance Fee, Old Ruytonians Association (ORA) membership fee and Fees in Advance per student are immediately payable to accept a place (this includes a \$1,500 refundable at time of student departure, plus \$2,000 non-refundable fee if the student does not commence in the confirmed year). Upon receipt of such monies, formal confirmation of the place is provided.

On enrolment, Parents/Guardians agree to comply with, and will require their daughter to comply with, Ruyton's policies, 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,
- grievances or complaints,
- social media and the use of information, communication and technology systems,
- student behaviour and conduct and discipline of students, and
- parent/guardian behaviour and conduct.

### 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. Where a place is reserved for a child in the three-day programme, full payment from the first day of Term 1 is required.

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 NOTICE TERMS AND CONDITIONS

**Fees and Charges:** 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 31 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.

**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 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.

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 programs 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, for failure to comply with any of Ruyton’s 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.

**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.

**Acceptance:** By accepting an offer of enrolment from Ruyton, 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.

These terms and conditions may be varied and amended from time to time by Ruyton and notice of such will be provided to parents/ guardians.

**Queries:** Parents with queries regarding fees should contact the Business Manager, or the Finance Manager.

