



RUYTON



2025 Fees and Charges (Domestic)

Fee Schedule and Business Terms and Conditions

2025 ANNUAL TUITION FEES

The following scale of Fees will operate from Term 1, 2025 and is in respect of Students who qualify to receive both the Australian Federal and Victorian Government subsidies.

Primary & Secondary

Year Level	Annual Tuition Fee 2025	Early payment(1) (pay in full by 28/10/24)	Net Fee Payable per Term (Oct, Feb, May and August)	Tuition fee in ten instalments (October to July) (2)
Preparatory	\$26,240	\$25,715.20	\$6,560.00	\$2,624.00
Years 1, 2	\$31,080	\$30,458.40	\$7,770.00	\$3,108.00
Years 3, 4	\$33,240	\$32,575.20	\$8,310.00	\$3,324.00
Years 5, 6	\$34,300	\$33,614.00	\$8,575.00	\$3,430.00
Years 7	\$37,720	\$36,965.60	\$9,430.00	\$3,772.00
Years 8, 9	\$39,920	\$39,121.60	\$9,980.00	\$3,992.00
Years 10	\$40,960	\$40,140.80	\$10,240.00	\$4,096.00
Years 11, 12	\$42,280	\$41,434.40	\$10,570.00	\$4,228.00

Early Learning Centre

Year Level	Annual Tuition Fee 2025	Early payment(1) (pay in full by 28/10/24)	Net Fee Payable per Term (Oct, Feb, May and August)	Tuition fee in ten instalments (October to July) (2)
Kindergarten – 5 days	\$28,550	\$27,979.00	\$7,137.50	\$2,855.00
Kindergarten – 3 days	\$17,130	\$16,787.40	\$4,282.50	\$1,713.00
Pre-prep – 5 days	\$28,550	\$27,979.00	\$7,137.50	\$2,855.00
Pre-prep – 4 days	\$22,840	\$22,383.20	\$5,710.00	\$2,284.00
Holiday Program	Daily Fee	155.00		
Holiday Program	Weekly Fee	\$775.00		
Aftercare	Hourly Rate	\$19.25		

Note

- (1) A discount of 2% is applicable if the annual tuition fee is paid in full on or before 28 October 2024.
- (2) Monthly instalments are payable in ten equal instalments from October to July.
- (3) Annual tuition fees cover the Early Learning Program during term time only. Holiday program fees are \$155.00 (daily) or \$775.00 (weekly).
- (4) Term Time - The annual tuition fee covers the Early Learning Program during term time only which operates from 9am to 3pm Monday to Friday (excluding public holidays and staff professional learning days when the Centre is closed). This fee includes access to the Early Learning Before care program, which operates from 7.30am to 9am. Parents requiring supervision after 3pm are required to book into the Aftercare program using the Xplor Home App. Due to staffing requirements 24 hours' notice is required to cancel a booking, otherwise full payment for the session will be charged to your account. Children collected after 6pm will be charged a late fee of \$15 every fifteen minutes.
- (5) Holiday Program - A holiday program operates during school holidays between 7.30am and 6pm, Monday to Friday (excluding public holidays). Information and instructions on how to register for this program are provided a month prior to each School holiday time. It is important to note that you will be billed for all the days you have selected upon registration, regardless if your child attended. Children picked up after 6pm will be charged a late fee of \$15 every fifteen minutes.
- (6) Ruyton is participating in the 'Free Kindergarten Subsidy' program from 2024. Victorian Government's Free Kinder rebate from Ruyton Girls' School in regular instalments over the year, up to a value of \$2,050 for both Three-Year-Old Kindergarten and Four-Year-Old Pre-Prep programs. Specific conditions apply and parents are required to complete a Funded Kindergarten place declaration. Please contact the Director of Early Learning for further information.

CAMPS & OUTDOOR EDUCATION PROGRAM

All Students in Prep to 12 attend compulsory School camps, with the cost for these processed to tuition Fee statements. Proposed destinations and approximate Fees for 2025 are as follows:

Year Level	Destination (subject to change)	Total fee	Charged on statement(s)
Prep	Clifford Park	\$140.00	Aug 2025
Year 1	Clifford Park	\$140.00	Aug 2025
Year 2	Warburton	\$150.00	Aug 2025
Year 3	Candlebark Farm	\$540.00	Aug 2025
Year 4	Burnside Camp Anglesea	\$520.00	May 2025
Year 5	Camp Toolangi	\$520.00	Oct 2024
Year 6	Peninsula Outdoors	\$590.00	Oct 2024
Year 7	Lord Sommers Camp	\$900.00	Oct 2024
Year 8	Valley Homestead	\$960.00	May 2025
Year 9	Victoria Program	\$1,860.00	Feb 2025
Year 9 (option)	Earth Sanctuary Central Oz	\$3,760.00	Feb 2025
Year 10	Peninsula Outdoors	\$1,110.00	Feb 2025
Year 11	KFAC	\$540.00	May 2025
Year 12	Ormond College	\$265.00	Oct 2024
Year 9/10 Outdoor Ed	Various	\$525.00	Feb 2025

The camps and outdoor education program is a mandatory year level based activity. All students are expected to participate. No refunds will be provided .

INSTRUMENTAL MUSIC LESSONS

Instrumental music lessons are optional and can be arranged through the School's Performing Arts Department.

Applicable fees for 2025 are:

Lesson	Fee	Total Fee for Semester (16 lessons)
Per 30 minute lesson	\$58.00	\$928.00
Per 45 minute lesson	\$87.00	\$1,392.00
Per 60 minute lesson	\$116.00	\$1,856.00
Instrument hire (per term)	\$110.00	\$220.00

** Exam costs and accompaniment fees for rehearsals and exams, and attendances on Music Camps are payable in addition, if incurred. All costs are processed via Clipboard Platform. Terms and conditions apply.*

OTHER COSTS

Unless otherwise stated, the following are payable separately (ie. not processed to tuition fee statements).

PAYMENT METHODS

BPAY	
Bill code	345348
Reference	Please see fee statement for your individual reference number
Pay online via Ruyton website	
Address	https://www.ruyton.vic.edu.au/our-community/payments
Cards accepted	AMEX, Visa, MasterCard & Union Pay

Payable with application for admission form

- A non-refundable Application Fee of \$110.00 (including GST).

Payable on confirmation of enrolment

1. Entrance Fees
A non-refundable non-deferrable fee of \$2,000* is payable.
2. Fees in Advance
Fees in Advance of \$2,000* are payable which is non-refundable and non-transferable, to be credited to the second account in the year of commencement. This fee is forfeited if the student does not commence in the confirmed year.
3. Old Ruytonians' Life Membership
A non-refundable fee of \$300 is payable to the Old Ruytonians Association.

** Subject to change without notice*

TERMS OF PAYMENT

Term	Term dates	Statement issued	Payment due
Term 1, 2025	31 January - 4 April 2025	14-Oct-24	28-Oct-24
Term 2, 2025	28 April - 4 July 2025	10-Feb-25	24-Feb-25
Term 3, 2025	22 July - 12 September 2025	5-May-25	19-May-25
Term 4, 2025	6 October - 9 December 2025	4-Aug-25	18-Aug-25

A further statement may be issued at the end of Term 4 should there have been charges incurred during that term.

Payment of one full year's fees in advance

You may elect to pay the 2025 (ie. four terms') tuition fees in full at the discounted rate (tabled on Page 1), provided the School receives the payment no later than 28 October 2024.

REBATES AND SUBSIDIES

Child Care Subsidy – ELC only

As the ELC is an approved child care service, an entitlement is available for parents to access the **Child Care Subsidy**. Parents to make own enquiries as conditions apply.

Camps, Sports and Excursions Fund (CSEF)

This fund helps with paying for eligible Students to attend school camps, sports and excursions. Parents should visit services.dhhs.vic.gov.au/camps-sports-and-excursions-fund to determine eligibility prior to contacting the School's Finance Department.

ENROLMENT POLICY (ELC TO YEAR 12)

Introduction

Established in 1878, Ruyton Girls' School is an independent, non-denominational and open entry day school for girls from Prep to Year 12.

The School also provides a co-educational program for three and four year old boys and girls in its Early Learning Centre based on the principles of the Reggio Emilia philosophy for children.

A Co-ordinate Program operates with Trinity Grammar School Kew, providing collaborative engagements across both the Junior School and Senior School while maintaining the benefits of a girls' education. This includes opportunities for a co-educational learning environment for VCE students.

The School welcomes domestic students from a diverse range of social, cultural, religious and economic backgrounds.

Ruyton Girls' School is inclusive and does not discriminate on the basis of disability, race, religion, sexual orientation or gender identity.

Scope

This policy applies to the enrolment of domestic students.

Principles

The School is committed to an open enrolment, non-selective policy dependent on the availability of places at the relevant year level and our capacity to provide suitable programs for each student. Our enrolment policy is intended to comply with all applicable State and Commonwealth Laws, including those relating to discrimination and the duty to make reasonable adjustments, equal opportunity, privacy, immunisation, and the Australian Consumer Law.

A proportion of the funds raised or Fees collected by the School may be used to support the operation of the School's Early Learning Centre (ELC).

Enrolment priority

The School embraces equal opportunity and is inclusive in outlook, welcoming students from all backgrounds and faith traditions. Offers of enrolment will be made in order of the date on which enrolment applications are received by the School (subject to payment of the applicable application fee).

However, when numbers outweigh the places available and at the discretion of the School, some applications may be given preference on the following order of priority:

Early Learning Centre (co-educational):

- (a) High-priority children as per government regulation.
- (b) Children who have committed or are eligible to continue into Prep at Ruyton Girls' School.
- (c) Children with siblings enrolled at Ruyton Girls' School.

Prep - Year 12 entry:

- (a) A student enrolled in the ELC .
- (b) Student's sibling is a current student of the ELC or School.
- (c) Student is the daughter, grand-daughter or sibling of an Old Ruytonian
- (d) Student is the child of a current permanent staff member.
- (e) Student returning to the School.

Where places are not immediately available a waiting list will be maintained by the School, applying the preferences listed above.

The School reserves the right to refuse an application or remove an application from the waiting list if there are reasonable and lawful grounds for doing so.

Applications for enrolment

Admission Criteria

Main entry points for student admission are 3-year-old Kindergarten, 4-year-old Kindergarten, Prep, Year 5, and Year 7. Places will be offered at other year levels subject to availability.

ELC places are offered to students of all gender and School places are open to girls from Prep to Year 12.

Children are eligible for enrolment into 3-year-old Kindergarten once they have turned 3 years of age by 31 January in their year of commencement and are toilet trained.

Children must turn four on or before 30 April in their year of

commencement to be eligible for 4-year-old Kindergarten.

Students entering Prep must turn 5 on or before 30 April in their year of entry.

The School will request and record the immunisation status of ELC and Junior School students prior to enrolment.

Students entering Year 1 and above must show successful completion of their education up to the point of entry at Ruyton Girls' School. Where this cannot be provided, places may be offered at the Principal's discretion.

English is the language of instruction and assessment across Ruyton Girls' School. A student must meet the School's English language requirements to be able to access the curriculum and be eligible for a place. Students may be required to undertake an age-appropriate school-based English Language Assessment, including reading comprehension, listening and speaking. These results may determine if the students is required to participate in English Language support prior to placement/offer. For senior students this will determine if their Australian Education Assessment Services (AEAS) proficiency scores meet the requirement of Ruyton Girls' School.

All students whose first language is not English, or who have studied in a school where English is not the primary language of instruction, are required to complete the form prior to the enrolment interview, to support the identification of possible curriculum pathways, including their eligibility to study VCE English as an Additional Language (EAL).

Application Process

All applications for enrolment are made by completing our online Application Form. The Application Form collects the following information:

- Student name and address
- Evidence of date of birth and provision of a birth certificate
- Current school details (if applicable)
- Proposed entry year and level
- Parent/guardian details - name/s, addresses, contact details, occupations
- Sibling details (if applicable)
- Any affiliation with the School (such as child or grandchild of an Old Ruytonian).

A non-refundable application fee of \$110 must be paid at the time of making the application. The student will then be placed on the waiting list.

For enrolments from Prep to Year 12, the parent/guardians will be contacted two years prior to proposed year of entry for an enrolment interview.

Prior to the enrolment interview, the parent/guardians will be required to provide additional information in relation to the student, including:

- The student's immunisation certificate
- Where the student has a disability or learning need, copies of any assessment reports including speech pathology, occupational therapy, auditory/visual processing, psychology
- If the student has medical, social or emotional needs, supporting documentation relating to these needs.

If a place is available for the student, the School will make an offer of enrolment to the parent/guardians by sending them a Letter of Offer. The offer of enrolment can only be accepted by:

- The parent/guardians signing and returning the School's Enrolment Agreement within the time frame specified by the School
- Payment of the non-refundable and non-transferable Entrance Fee of \$2,000 (to be credited to the second account in the year of commencement or forfeited if the student does not commence in the confirmed year).

A copy of the School's current Enrolment Agreement and Schedule of Fees - Domestic Students can be found on our website.

Parent/guardians should immediately advise the Admissions Manager of any change of contact details so that contact can be maintained in relation to the application for enrolment. However, failure to communicate a change of contact details could result in the School being unable to contact the parent/guardians and therefore lead to a loss of enrolment opportunity.

Disability or Learning Needs

Where a student has a disclosed disability or learning needs, or other information has come to light indicating a possible need for education support services; measures or adjustments to assist the student to participate in the School's courses or programs or to use the School's facilities or services, the School will make an initial assessment of the student's needs. This will include consultation with the student and/or their parents/ guardians as part of a collaborative planning process.

In respect to prospective enrolment, the School reserves the right to have members of staff visit the student's current school or, with the parents/ guardians' agreement, the home, to more accurately assess the learning needs of the student.

To assist the School to assess the needs of the student, it may also require the parents/ guardians to:

- provide additional or up to date medical, psychological or other reports from specialists outside the School; and/or
- obtain an independent disability assessment of the student.

The School will then determine whether the student, if enrolled, would require some measures or adjustments to participate in the School's core courses or programs or to use the School's facilities or services on the same basis as a student without the identified disability or special learning need.

Where the School determines the student would require some measures or adjustments, the School will seek to identify the nature of the adjustments required and whether they are reasonable.

Where the School determines that the student would require unreasonable measures or adjustments, or they would cause unjustifiable hardship to the School, the School may decline to offer a position for the student or defer the application for consideration in a later year.

Conditional Offers of Enrolment

In exceptional and lawfully justifiable circumstances, the School may make a Conditional Offer of Enrolment, which will be subject to additional terms and conditions.

If an applicant accepts a Conditional Offer of a Enrolment, the applicant is bound by the terms and conditions of the School's Enrolment Agreement and any additional agreed terms and conditions applicable to their enrolment.

Data Collection

Under the Australian Education Act 2013 (Cth), the School is required to collect student background characteristics data as part of the enrolment process and report this data to the VCAA or other testing agents when requested.

Disclosure

The documentation required by the School to be completed for an Application for Admission, including the Enrolment Profile and Student Profile, must be completed honestly and correctly, and contain full disclosure in response to information and details requested. This includes (but is not limited to) any additional learning needs, educational history and assessments, legal and court orders, relevant medical records or other factors that may be relevant to a Student's educational needs or welfare.

A failure to provide information honestly and correctly, or to make a full disclosure, may result in the School delaying consideration of the application or, if applicable, termination of the Enrolment Agreement .

The School reserves the right to obtain further information regarding the student including all academic information, school reports, living arrangements and all medical and other reports regarding the student, if applicable.

Privacy

The School collects personal information, including sensitive information regarding parents, guardians and students, during and subsequent to the enrolment process in accordance with its Privacy Policy. Please refer to the School's Privacy Policy for more information, which can be found on our website.

Communication

The policy is publicly available on the School's website and to any person on request.

Related Policies

Community Code of Conduct

Student Code of Conduct

References

Education and Training Reform Regulations 2017

VRQA Guidelines to Minimum Standards and Requirements for School Registration

2025 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. The school reserves the right to change the Business Terms and conditions from time to time.

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, they are not benefiting from the curriculum and programs of Ruyton, the parents/guardians may be advised to withdraw them from Ruyton or the Principal may cancel their 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.

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

Payment date: Fees and charges are due by the date noted on each fee statement. Methods of payment include credit card, BPAY, 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 October to July, 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.

Early payment: A discount of 2% is applicable where annual tuition fees are paid in full on or before 28 October. Payment is limited to one year of tuition fees in advance. Please contact the Business Office at accounts@ruyton.vic.edu.au if you wish to pay 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 non-payment. 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 dishonoured. 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 programs and 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 e.g., visual art/photography, online education resource subscriptions, and fees associated with Ruyton Early

Learning's Holiday Program and afterschool care. credit card surcharges apply at a rate of 1.0%* and applied at time of payment. Additional charges (excluding surcharge) are itemised and included on the fee statement.

Annual booklists: All students in Prep-Year 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.

The School receives Commonwealth and State Government Recurrent Grants for Students enrolled in Prep to Year 12. State Government funding is also attracted for the 4-year-old kindergarten program. A proportion of funds raised, or Fees collected by the School, may be used to support the operation of the Early Learning Centre.

Privacy: Standard Collection Notice

The School collects personal information, including sensitive 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 seven 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 Engagement 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 of Business.