


Stage	What you need to do	Documentation
Enquiry	Phone, visit or write to the College for information about Riverside.	You will be sent an enrolment package
Application for Enrolment	<p>Read the information about Riverside.</p> <p>Complete and return these forms, requesting an interview with the Principal.</p> <p>Give your present Principal the reference to complete and return to the College</p>	<ul style="list-style-type: none"> • Official Application Form • Individual Support Details • Student Application Form (Intermediate, Middle & Senior School) • Information Release Form • Enrolment Deposit Form & deposit • Principal to complete and return reference
Formal Interview	<p>Parents/Carers and students enrolling at Riverside have an interview with the Principal / Assistant Principal</p> <p>Day School: Face-to-face interviews Complete and bring with you these forms/identification to face-to-face interviews.</p> <p>Distance Education: Phone interview Fax or post forms to College prior to phone interviews.</p>	<ul style="list-style-type: none"> • Birth Certificate / Naturalisation Certificate, Visa etc • School Reports for previous 12 months • Results of standardised tests, competitions etc • Completed Parent/Carer and Student Partnership forms (incl. Privacy, Child Protection, Behaviour Management & Statement of Support for the Spiritual Emphasis of the College)
Consideration of Enrolment	<p>Riverside may take some time to consider your enrolment, especially if there is any special consideration required to meet your child's educational needs.</p> <p>In most cases, this process is straightforward, and will be completed quickly.</p>	<ul style="list-style-type: none"> • If the student requires special consideration for disability, learning difficulties or other special needs, you will be required to attend another interview to discuss what Riverside can offer you to educate your child.
Offer of Enrolment	Riverside will notify you of an offer of enrolment when a position is available at the College.	
Acceptance of Offer	<p>Your enrolment will be finalised upon receiving your acceptance of the offer of enrolment, and upon payment of a Bond (\$100 per student, max \$300 per family). Your bond will be refunded upon leaving the College if normal leaving criteria are met, equipment and resources/texts are returned and all debts are paid.</p> <p><i>* In 2006, the bond does not apply to DE families on ACE or alternative programs only.</i></p> <p><i>* Contact the College for further information regarding these costs if applying fee relief.</i></p>	<p>The following forms must be completed prior to the student starting at Riverside</p> <ul style="list-style-type: none"> • Offer of Enrolment and Payment of Bond • Medical Consent Form including Immunisation Record <p>If Applicable:</p> <ul style="list-style-type: none"> • Medication Form • Emergency Treatment Form
Induction	An induction for you and your student will be conducted to familiarise you with the routines and structure of the College.	<p>Induction may include:</p> <ul style="list-style-type: none"> • College campus and staff • Uniforms • Texts and stationery • Bus and transport • Parent Support Group • "Distance Education" Handbook • Laptop Program Information • Use of College Website and Technologies • Curriculum Materials • Tutor Guides

Enrolment Process

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