



# Distance Education

Riverside  
Christian College

ENROLMENT APPLICATION

QLD  
FAMILIES

1 TO 2  
STUDENTS



## Enrolment Checklist

*Please ensure you have filled out and signed:*

- Parent Commitment (P4)
- Family Agreement (P9)
- Payment Information (P10)

*Please ensure you include the following with your application:*

**These must be supplied to us for each child being enrolled before the enrolment process can begin.**

- A current photo of each student (head and shoulders only)
- Birth certificates (MUST SUPPLY)
- Recent school reports or other relevant documentation
- Relevant documentation / specialists reports (see page 7)
- Provide custody orders if relevant
- Provide documents to support any name changes i.e. Marriage/Divorce
- Visa's to be supplied if applicable

### **A NOTE REGARDING THE ENROLMENT PROCESS:**

While we will always endeavour to be as prompt as possible in responding to your application, the enrolment process can be affected by factors such as the volume of applications received at any one time, all relevant information being supplied by all parties, as well as the supply of relevant curriculum resources by third party suppliers. As such, please adhere to the following proposed timeline when making application.

- Once we receive an application, a contact teacher will endeavour to call you within 5 business days.
- Once a curriculum pathway has been decided upon in discussion with you as the guardian and primary educator, processing of all relevant documentation usually takes up to 2 working days.
- When documentation has been completed and orders for curriculum resources have been placed (after payment has been received), expect to receive these resources within 10 business days.
- If making application for enrolment after Week 6 of Term 4, your application will be received, however the student/s will not commence schooling until Term 1 (curriculum resources will be issued prior to Term 1).

We will endeavour to make contact with you, as soon as possible, if there is any change to the length of time proposed above.

Kind Regards

Riverside Christian College Distance Education Department  
PO Box 2069  
Maryborough QLD 4650

[distance-ed@riverside.qld.edu.au](mailto:distance-ed@riverside.qld.edu.au)

P 07 4123 5599

F 07 4123 2545



## 2. PARENT COMMITMENT (PLEASE PRINT)

### Parent Commitment Statement

\* I/we agree that one parent/guardian (or College approved delegate over the age of 18) will supervise and be actively engaged with our child/ren while they are working to complete the curriculum requirements set by the College. I/we also understand that in the event that we delegate our supervision responsibilities, we are ultimately responsible for our child/ren's education and will actively investigate their learning. I/we agree to be the primary point of contact with the College in this regard.

\* I/we agree to provide a suitable, safe environment in which our child/ren can complete their work.

\* I/we understand that communication with the College is vital. Accordingly, I/we agree to check and respond to email on a daily basis and keep all other contact details up to date at all times, notifying the college of any changes as soon as possible. If unable to check email daily due to extenuating circumstances (e.g. travelling remotely etc.) I/we will discuss this with the College in advance and respond as soon as possible once access is available or arrange alternate communication processes.

\* I/we agree to send activity logs (indicating attendance and work completed) as well as work samples required on the mailing dates indicated. I/we understand that it is our responsibility to prove that our child/ren are actively engaged with the learning requirements of their curriculum. If unable to do so in a timely manner due to exceptional circumstances, I/we will make prior contact with the College to negotiate alternative arrangements. I/we understand that failure to return the required items when indicated, with no prior communication, will lead to our child/ren's ongoing enrolment being reviewed.

\* I/we agree for at least one parent/guardian to be present and responsible for my child/children while attending workshop days and excursions.

\* I/we undertake to pay the required school fees and levies in full as they become due. I understand that late payment may attract an additional charge, and that non-payment of monies owing will entitle the College to cancel this enrolment contract and terminate my child's enrolment, although any fees or monies outstanding will remain my liability.

\* I/we agree to notify the College in writing if I/we no longer require our child/children to be enrolled, giving a minimum of a terms notice (10 weeks) of withdrawal. I/we understand that failure to give a term's notice will result in a full Term's fees being payable in lieu of this required notice. If paying annually, this amount will be deducted from any prorated refund available (please note: refunds will not be given at the Annual payment discounted rate).

\* I/we have read the fee schedule and accept the stated terms and conditions.

<p>a. Signature of agreement <i>(Both parties must sign this section)</i></p>	<p>Parent / Guardian 1</p>	<p>Parent / Guardian 2</p>
<p>b. Who will be your child/ren's daily education supervisor?</p>	<p>Name:</p>	
<p>c. If other than parent, please provide details of relationship to the family or employment status:</p>		

**3a. STUDENT (1) DETAILS FORM (PLEASE COMPLETE AN INDIVIDUAL STUDENT DETAILS FORM FOR EACH CHILD)**

Surname		Previous Surname	
Christian Names		Previous Names	
Address			
Phone		Mobile	
Date of Birth		Student's Email	
Birthplace		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Birth order in family		If born outside Australia – Arrival Date	
Language spoken most often at home?	<input type="checkbox"/> English	<input type="checkbox"/> Other (please specify) _____	
<input type="checkbox"/> Aboriginal	<input type="checkbox"/> Aboriginal and Torres Strait Islander	Current Year Level	
<input type="checkbox"/> Torres Strait Islander	<input type="checkbox"/> Neither Aboriginal or Torres Strait Islander		
Current school/preschool/college			
Proposed Starting Date at Riverside Christian College (e.g. Term 1 2018)			

**b. CUSTODY/CARE ARRANGEMENTS**

Name of person with legal care of the student	
Are there any other conditions enforced by law? If yes, please state relevant details and supply a copy of documentation, e.g. custody documents.	<input type="checkbox"/> Yes <input type="checkbox"/> No

**c. SCHOOL ATTENDANCE HISTORY**

Latest School Attended			
Name of School		From: _____	To: _____
Phone Number		Year Level(s)	
Previous School Attended			
Name of School		From: _____	To: _____
Phone Number		Year Level(s)	

**d. OTHER INFORMATION**

High level extracurricular activities your child is involved in (e.g. State level athletics or above, Qld Ballet, Qld Youth Orchestra etc.) <b>Year 11 and 12 students only</b> – Please supply a copy of your Set Plan	List activities here:
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#### 4a. STUDENT (2) DETAILS FORM

Surname		Previous Surname	
Christian Names		Previous Names	
Address			
Phone		Mobile	
Date of Birth		Student's Email	
Birthplace		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
Birth order in family		If born outside Australia – Arrival Date	
Language spoken most often at home?		<input type="checkbox"/> English <input type="checkbox"/> Other (please specify) _____	
<input type="checkbox"/> Aboriginal		<input type="checkbox"/> Aboriginal and Torres Strait Islander	
<input type="checkbox"/> Torres Strait Islander		<input type="checkbox"/> Neither Aboriginal or Torres Strait Islander	
Current school/preschool/college		Current Year Level	
Proposed Starting Date at Riverside Christian College (e.g. Term 1 2018)			

#### b. CUSTODY/CARE ARRANGEMENTS

Name of person with legal care of the student	
Are there any other conditions enforced by law? If yes, please state relevant details and supply a copy of documentation, e.g. custody documents.	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

#### c. SCHOOL ATTENDANCE HISTORY

Latest School Attended			
Name of School		From: _____	To: _____
Phone Number		Year Level(s)	

#### Previous School Attended

Name of School		From: _____	To: _____
Phone Number		Year Level(s)	

#### d. OTHER INFORMATION

High level extracurricular activities your child is involved in (e.g. State level athletics or above, Qld Ballet, Qld Youth Orchestra etc.) <b>Year 11 and 12 students only</b> – Please supply a copy of your Set Plan	
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## 5. FACTORS AFFECTING YOUR CHILD'S EDUCATIONAL DEVELOPMENT

Is there any information you feel is important to share with Riverside about your child's development that might have an affect on their learning? (E.g. **physical difficulties** including hearing, sight, ongoing illness, chronic disease etc.; **social development issues** including bullying, recognised personality disorders etc.; **intellectual difficulties** including impairment diagnosis etc.; **previous educational support** including IEP or EAP) If yes, please specify and attach medical diagnosis/school based documentation.

### STUDENT 1

### STUDENT 2

**Please note** that when contacted by a supervising teacher to discuss your child's education pathway, he/she will use this information to better advise you of our supported curriculums and the benefits that they could have for your child, as well as to better determine need for additional diagnostic testing. Any medical diagnosis mentioned above requires a formal diagnosis statement from the treating specialist stating the impact that this will have on the child's educational progression and any recommendations. If no formal diagnosis is supplied it will be assumed that the diagnosis will have no impact on the child's ability to complete the requirements of a full time educational pathway.

## 6. GOVERNMENT INFORMATION

The following information is required by the Australian Government for the accurate collection of statistical data.

### PARENT / GUARDIAN 1

Name:

Country of Birth:

Aboriginal

Torres Strait Islander

Aboriginal and Torres Strait Islander

Neither Aboriginal or Torres Strait Islander

Language spoken most often at home?

English  Other (Please specify) \_\_\_\_\_

What is the highest level of primary or secondary school that you have completed?

- Year 12 or equivalent  
 Year 11 or equivalent  
 Year 10 or equivalent  
 Year 9 or equivalent

What is the level of highest qualification that you have completed?

- Bachelor degree or above  
 Advanced Diploma / Diploma  
 Certificate I to IV (including trade cert.)  
 No non-school qualification

What is your occupation group?\*

\*(see table below)

What is your occupation? (please specify)\*

### PARENT / GUARDIAN 2

Name:

Country of Birth:

Aboriginal

Torres Strait Islander

Aboriginal and Torres Strait Islander

Neither Aboriginal or Torres Strait Islander

Language spoken most often at home?

English  Other (Please specify) \_\_\_\_\_

What is the highest level of primary or secondary school that you have completed?

- Year 12 or equivalent  
 Year 11 or equivalent  
 Year 10 or equivalent  
 Year 9 or equivalent

What is the level of highest qualification that you have completed?

- Bachelor degree or above  
 Advanced Diploma / Diploma  
 Certificate I to IV (including trade cert.)  
 No non-school qualification

What is your occupation group?\*

\*(see table below)

What is your occupation? (please specify)\*

#### GROUP 1

senior management in large business organisation, government administration and defence and qualified professionals

#### GROUP 2

other business managers, arts/media/sports personas and associated professionals

#### GROUP 3

tradesmen/women, clerks and skilled office, sales and service staff

#### GROUP 4

machine operators, hospitality staff, assistants, labourers and related workers, drivers, mobile plant, production / processing machinery and other machinery operators



## 7. PAYMENT

STUDENT(S):

PARENT/GUARDIAN:

PLEASE REFER TO THE CURRENT FEE SCHEDULE [www.distanceeducation.school](http://www.distanceeducation.school)

TO PROCESS YOUR APPLICATION WE REQUIRE THE FOLLOWING PAYMENT:

- |   |       |                    |
|---|-------|--------------------|
| 1. Application Fee (per family – once only payment) | \$100 |                    |
| 2. Refundable Bonds (per family)                    | \$150 | <b>TOTAL \$250</b> |

ONCE YOUR APPLICATION HAS BEEN APPROVED YOU WILL BE REQUIRED TO MAKE THE FOLLOWING PAYMENTS:

[www.distanceeducation.school](http://www.distanceeducation.school)

Tuition Fee (Family Annual Fee - per family – per term or annual payment)

Riverside Curriculum Costs (per student, per term)

ACE & Alternate materials (if applicable)

Senior Virtual Subjects (if applicable)

Senior Refundable Bonds (if applicable)

### PAYMENT METHOD & AUTHORISATION

Please accept my payment of: \$ \_\_\_\_\_

Paid by Cheque or Money Order (made payable to Riverside Christian College)

Or

Paid by Direct Deposit (please use your family name and Post Code as identification)

### Our Bank Details:

Westpac: BSB 034 128, A/C number: 185492  
Maryborough Christian Education Foundation Ltd.  
T/A Riverside Christian College

Ref used:

Or

Please charge my Credit Card (Unfortunately we are unable to process American Express or Diners Cards)

Name on Card: \_\_\_\_\_

Type of Card:     Expiry Date: \_\_\_\_\_

Card Number: \_\_\_\_\_

These details are not retained  
by the College

Signature: \_\_\_\_\_

### Office Use Only

Family code:

Address

Phone:

Bond/s:

Diags:

Home Ed: