



## **RADFORD COLLEGE**

### Registrar's Frequently Asked Questions

Q How do I go about 'enrolling' my child at Radford College?

A To place a child's name on the waiting list, please download and print off a 'registration' form from the Enrolments page of this website. Once this is completed, please send in to our Accounts Department with your choice of payment option. A letter of confirmation and receipt for your records will be forwarded in due course.

Q What is the cost to register a child on a Radford College waiting list?

A Current charge is \$150\* (\*from January 2010) per child. Please see the registration form for payment options.

Q Do I get my money back if my child does not gain a place or does the \$150\* go towards my fees when my child starts at Radford?

A The registration fee is non-refundable and is not a deposit. It is not part of the enrolment fee or subsequent fees charged at the College.

Q Are there any other charges?

A No further monies are requested until if and when a child is offered a place at the College. Please see the left hand margin of the Enrolments page of this website for Current Fees and Charges at Radford College.

Q Does Radford College offer scholarships to students?

A Radford College does not offer any scholarships. We are a non-selective school and entry is based on the date a child was registered on our waiting lists.

Q How many waiting lists can I place each child on at once?

A A child can only be on one waiting list at a time at Radford College. If unsuccessful in gaining a place at the requested year level, the child's name will roll across to each successive year maintaining the original date of registration.

Q Does Radford College accept full fee paying students from overseas?

A No, Radford College does not have the necessary registration to be able to accept full fee paying students from overseas.

Q Do I need to do anything else once my child is registered such as ring the school from time to time to see how my child's name is going?

A It is most important to keep contact details up to date and we require these to be in writing. An email to the Registrar from the link on the Enrolments Page will be sufficient. A confirmation email for your records will be sent to you once the requested changes have been made. Otherwise you do not need to contact the school. The College Registrar will contact you if and when a place becomes available. If you wish to change the entry point for your child, please email or call the Registrar on 02 6162 6212 to facilitate this.

Q Does the school take students into every year level?

A Our first entry point is currently Pre Kindergarten which is the Preschool year and is based on full time attendance five days per week. The child would need to have turned 4 prior to April 30 that year. The other main entry point is Year 7. There are smaller intakes into Years 3 ( only 4 students) and 5 but with all other year levels we take in students only if a vacancy arises as a result of a student departing the College.

Q What happens if I am made an offer and I don't want the place at that time but want a place in the future?

A Families have the opportunity to decline a place twice and still retain their original date of registration on whichever waiting list they nominate at the time they decline the first offer. If a third offer is declined then the child's name goes back on the waiting list at the date of the third offer. Please note that should you choose to decline an offer, we cannot guarantee a place at another entry point.

Q If I am a former student will my child definitely be offered a place?

A Students who have attended Radford College and are members of the Radford Collegians' Association will receive some priority for their children ahead of those registered who have no prior connection to the College. We can never guarantee a place for any student at Radford College. Please contact our Manager of Community Relations on 02 6162 6240 for details of membership or head to the Collegians' section of Community/News on this website.

Q If I register my child early, am I guaranteed a place for my child?

A We can never guarantee a place at Radford College.

Q Can I still register even if I am new to Canberra or didn't register when my child was very young?

A The option to register a child on any of Radford's waiting lists is entirely up to each family.

Q When is the best time to place my child on a waiting list?

A As soon after the child is born is the best time as offers for places are based on the original date a child was registered with the College.

Q Can I place my unborn child on a list?

A A child must be born with his/her name and actual date of birth supplied in order to be processed for registration.

Q Can I have a look at the school before I register?

A Tours of the College are held regularly throughout each school year as well as during the annual Twilight Fete in November. Please keep an eye on the Enrolments page for tour dates and instructions on how to book for a tour.

Q When will I know if I have a place for my child?

A The enrolment process starts the year before the proposed entry year. Information sessions are held, followed by offers and interviews with Heads of School. The process continues throughout the year as families' circumstances change and any places become available. The Registrar will offer places in chronological order, maintaining a balance of male and female students in each year group.