



RADFORD COLLEGE

# REGISTRATION ON THE RADFORD COLLEGE WAITING LIST

The Radford College privacy policy is available at  
[www.radford.act.edu.au/privacy/](http://www.radford.act.edu.au/privacy/)  
for information regarding use of personal information gathered by the College.

Address: 1 College Street, Bruce ACT 2617  
Telephone: (02) 6162 6212  
Fax: (02) 6162 6238  
Email: [registrar@radford.act.edu.au](mailto:registrar@radford.act.edu.au)  
Website: [www.radford.act.edu.au](http://www.radford.act.edu.au)

## REGISTRATION ON THE RADFORD COLLEGE WAITING LIST

*Please print this sheet and keep for your own records.*

1. A child must be born in order to be registered on the waiting list. A child needs Australian citizenship or a permanent residency visa in order to attend Radford College.
2. Registrations are valid only when the completed registration form and registration fee have both been received. The payment of the registration fee does not guarantee enrolment. The date of receipt of this form becomes the student's date of registration on the waiting list.
3. The College may occasionally contact families on the waiting list to confirm on-going interest in a place at the College. Any confirmation of interest is not a guarantee of enrolment.
4. The College considers all registrations for enrolment subject to the following priorities (see website for details regarding priority status):
  - first preference given to children of staff;
  - second preference given to students connected with the College through the attendance of siblings;
  - third preference given to students connected with the College because a parent attended Radford College and is a member of the Radford Collegians Association;
  - fourth preference given to children of full-time Anglican clergy;
  - fifth preference given in exceptional circumstances approved by the Principal; then
  - remaining students will be offered places based on the date of registration (days old application i.e. date between date of birth and date of application being received).
5. It is College policy to maintain, as far as possible, a gender balance between boys and girls in each year level. Therefore, separate waiting lists for boys and girls are kept. Entry points for Radford College are Pre-Kindergarten, Year 3, Year 7 and Year 11. Students may be admitted at other year levels if places become available. Students can only be on one waiting list at a time. At the end of each year, students who have not been offered a place will be automatically moved up to the next corresponding list. At all times, students on each waiting list are ranked according to their original date of registration, subject to the priorities listed above in point 4.
6. Formal offers of places usually begin in March two years preceding the year in which entry is being sought. Acceptance of such offers will involve both parents/guardians entering a contractual agreement and payment of an enrolment fee.
7. No notification will be sent indicating that a student on a particular waiting list has not been offered a place.
8. Requests for change of preferred point of entry:
  - Parents/guardians may change the proposed point of entry for their child to an earlier or later year level. Changes need to be notified in writing, by email or post, to the Registrar. Students will then be moved from the original waiting list to the preferred waiting list, and will be ranked according to their original date of registration, subject to the priorities listed above in point 4.
  - Formal offers are made for a particular year, and are not transferable to a later year level.
  - If a family declines a third formal offer, the student's name will return to the waiting list according to the date of the declined of the third offer: that is, they will lose their original registration date.
9. Parents/guardians are responsible for advising the College of changes to telephone numbers and/or addresses, in writing via email or post to the Registrar. Formal offers will lapse if correspondence from the College is unanswered by the due date indicated for reply. However, no student will be removed from the waiting list unless requested in writing from parents/guardians.
10. Enrolment at the College is subject to the following conditions:
  - Students are required to make a positive contribution to the life of the College and strive to benefit from its academic, co-curricular, Christian and pastoral care programs. This includes involvement with the Christian programs of the College, for example, attend Chapel and compulsory Religious and Values Education classes (Pre-Kindergarten to Year 10);
  - Parents/guardians agree to comply with College policies and any changes to these policies from time to time;
  - If playing a sport that Radford College offers, students are required to play for Radford College; and
  - Parents/guardians provide, in writing, relevant information about their child in regard to any academic, pastoral or special needs, and keep this up to date.
11. For further information on registration and enrolment policies, visit the Enrolments page of the Radford College website at [www.radford.act.edu.au](http://www.radford.act.edu.au). Please contact the Registrar via email for advice on all enrolment enquiries.

Please email the attached form (one for each child), completed on both pages with the once-off, non-refundable registration fee of \$200 per child to: [registrar@radford.act.edu.au](mailto:registrar@radford.act.edu.au).

Cheques are to be made to 'Radford College'. The registration fee covers administrative costs and information provision while names are on the waiting list.



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Please print clearly, completing both pages. Use one form per child  
If you change your address or contact details, please notify the Registrar in writing.

**STUDENT DETAILS** Correspondence will be posted to the student's address.

Family name: \_\_\_\_\_

Given names: \_\_\_\_\_

Preferred name: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Postal Address (if different): \_\_\_\_\_

Date of Birth: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Gender: Male/Female Religion (optional): \_\_\_\_\_

Country of Birth: \_\_\_\_\_ Aboriginal or Torres Strait Islander? (optional): Yes/No

Australian Citizen or permanent residency visa?: Yes/No

Present School (if applicable): \_\_\_\_\_ Year Level: \_\_\_\_\_

**Preferred Point of Entry**  
Entry points for Radford College are **Pre-Kindergarten, Year 7 and Year 11**. If you nominate a non-entry year, please be aware that places only become available if a student in that year group leaves the College.

Pre-Kindergarten (4 yrs) <input type="checkbox"/>	Year 3 <input type="checkbox"/>	Year 7 <input type="checkbox"/>	Year 11 <input type="checkbox"/>	Other academic year: _____
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Preferred Calendar Year of Entry: \_\_\_\_\_

**Brothers and sisters already on the waiting list or registered at the same time:**

Name	Requested Academic Year	Requested Calendar Year of Entry

**Brothers and sisters who are current/former students:**

Calendar Year of Commencement

**Registration cost: \$200.00 (one-off, non-refundable payment).** Payment option (please indicate):

Cash       Cheque (payable to Radford College)       Money Order

Debit Card Transaction at College Accounts Office       Credit Card Transaction (0.8% surcharge applies)

**Please note that credit card payment is the only option for online submission of forms.**

Name on card: ..... Expiry Date: ...../...../..... CCV: .....

Card No.

MasterCard       Visa      Signature: .....

<b>OFFICE USE ONLY</b>	Receipt No.	Date:
Student No.	Parent 1 No.	Parent 2 No.

**Father / Parent 1/ Guardian 1**

Family name: \_\_\_\_\_ Title: \_\_\_\_\_

Given names: \_\_\_\_\_

Residential \_\_\_\_\_

Address: (if different from student): \_\_\_\_\_

Contact Details: Telephone (W): \_\_\_\_\_ Telephone (H): \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

For Radford Collegians, what was your final year at Radford? \_\_\_\_\_ Collegians' Assoc Membership No: \_\_\_\_\_

Under what name were you enrolled? \_\_\_\_\_

**Mother / Parent 2 / Guardian 2**

Family name: \_\_\_\_\_ Title: \_\_\_\_\_

Given names: \_\_\_\_\_

Residential \_\_\_\_\_

Address: (if different from student) \_\_\_\_\_

Contact Details: Telephone (W): \_\_\_\_\_ Telephone (H): \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

For Radford Collegians, what was your final year at Radford? \_\_\_\_\_ Collegians' Assoc Membership No: \_\_\_\_\_

Under what name were you enrolled? \_\_\_\_\_

Is there is any information that you think would be useful for Radford College to know about your child?

\_\_\_\_\_  
\_\_\_\_\_

**Alternative Contact** Someone who would know your current address at all times if we cannot readily contact you:

Family name: \_\_\_\_\_ Title: \_\_\_\_\_

Given names: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Details: Telephone (W): \_\_\_\_\_ Telephone (H): \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

**I//We have read and understand the information provided in this application and on the Radford College website (Enrolments page). I/We acknowledge that acceptance of the registration does not guarantee enrolment in the future. (For online registrations, please type names to indicate your agreement.)**

Signatures: Parent /Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_