



Procedure for Enrolment

If you would like to enrol your child/children at Rivermount College, please follow the steps below so that we can assist you with your application.

Application for Enrolment

Complete an “*Application for Enrolment*” form. Please include all children from the same family on the one form so that the College can book places for them.

Enclose the Application Fee of \$20.00 per family. If mailing the application to the College, please enclose a cheque or money order payable to “Rivermount College”. If you are lodging your application in person; credit card and EFTPOS facilities are available at Reception. Payments can also be taken over the phone by contacting our Enrolments team on 07 3287 0000.

Ensure that all Parents/Guardians have signed the Application for Enrolment Form before lodgement.

Please Note: The Application Form is an expression of your interest to enrol your child/children at the College, and does not guarantee a place for your child/children at the College.

Student Enrolment Interview

Interviews are conducted in the year prior to admission and the College will contact you at the appropriate time to arrange a mutually convenient appointment time. For this reason, it is essential that you maintain current address and contact details with the College.

If your child/children’s enrolment is for the current year, a formal interview will be arranged as soon as possible.

The interview will take approximately 1 hour during which time you will meet with the relevant Head of School, the Enrolments and Marketing Manager and a member of our Finance team. All family members are welcome to attend the interview and where possible the College will interview siblings simultaneously.

The College requires the following documentation PRIOR to the interview date:

- A completed Student Information Form
- Birth Certificate or Passport
- School Reports for the two years prior to entry (if applicable)
- NAPLAN results where applicable
- Copy of all applicable Learning/Assessment or Medical Reports
- A small passport size photograph
- Copy of current Court Order/Parenting Plan/Legal Documents (if applicable)

Confirmation of Enrolment

An offer of enrolment may be made after a formal interview is conducted and is subject to the availability of a relevant place/s in the College.

A non-refundable Confirmation Fee of \$200 per child is payable when accepting a place of offer at the College.

All documentation can be posted or emailed to:
The Enrolments and Marketing Manager, Rivermount College
PO Box 693 BEENLEIGH QLD 4207

Email: enrolments@rivermount.qld.edu.au Ph: 3287 0000 CRICOS Provider No:01248A