



# REDLANDS COLLEGE

## *Enrolments Process*

### *First Contact*

- Face to face, phone or email enquiry
- Attend a tour of the College (Open Day, Principal's Tour or by appointment)

### *Commence the Enrolment Process*

- Submit an Application (\$110 non-refundable) by email, post or in person
- To assist with a timely process, please include per child:
  - Signed Application Form
  - A copy of your child's Birth Certificate
  - Any other relevant information

### *Enrolment Consideration*

- The College will process and review the Application
- Further documentation may be required for some students

### *Enrolment Interview*

- The College will contact you to arrange a suitable time for a family interview
- Interviews will be conducted by the Head of School

### *Securing a Placement*

- The College will contact you, usually via mail, to advise if a place has been offered
- The College will issue Enrolment Forms and Contract to be signed and submitted by you with the Enrolment Fee (\$250 non-refundable)
- Confirmation Letter is sent via mail

### *Getting Ready for your First Day*

- Term 4 in the year before you commence, you will be invited to attend an Information Evening and receive a 'Getting Started Pack'