

Enrolment Process

1. Complete the Enrolment Application forms:
 - a) Student Enrolment Form 1
 - b) Student Enrolment Form 2
 - c) Application for Fee Exemption / Waiver / Payment Plan Form
 - d) Medical Form – Completed by a medical practitioner (for medical students only)
 - e) Included details and attachments of any relevant court orders (if applicable)
 - f) Itinerary (for travelling families)
 - g) Proof of Queensland residency (for travelling families)
 - h) Exclusion paperwork (if applicable)
 - i) Date of birth (sighted)
 - j) Copy of most recent school report

2. Send all applications directly to the school via email, fax or mail:

Post:
Principal (Enrolments)
The School of Distance Education
PO Box 685
Charters Towers, QLD 4820.

Fax: (07) 4754 6800

Email: ctsde@chartersowerssde.eq.edu.au

3. Student must complete the mandatory online ACER Testing.

4. Enrolments are evaluated at an enrolments meeting.

5. Enrolments are approved by the Principal.

6. Payment of the Annual Enrolment Fee or Security Deposit made

7. Student must complete the mandatory Induction (induction invitations are emailed to both parents and students)

8. Students are made active in OneSchool.

9. Login details are emailed to the parents, with IT Help Sheets, and curriculum materials will be distributed.

10. Students can now begin lessons

To be considered for enrolment, the student must meet these requirements:

- Access to a computer, printer and internet
- A minimum enrolment period of 16 weeks (4 months)
- Home Tutor – see 'role of tutor' (page 40) for more information