

Enrolment Process

1. Complete the Enrolment Application forms:
 - a) Student Enrolment Application Form 1
 - b) Student Enrolment Application Form 2
 - c) Application for Fee Exemption / Waiver / Payment Plan Form
 - d) Medical Certification 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 or mail:

Post:

Principal (Enrolments)
The School of Distance Education
PO Box 685 (or) 15 – 23 Brisk Street
Charters Towers QLD 4820

Email: ctsde@charterstowerssde.eq.edu.au

3. Students must complete all mandatory online diagnostic testing.
4. Enrolment interviews are held by the Deputy Principal for all year levels.
5. Enrolments are approved by the Principal.
6. Payment of the Annual Enrolment Fee.
7. Principal approves application.
8. Student must complete the mandatory Induction (induction invitations are emailed to both parents and students).
9. Students are made Active in OneSchool.
10. Log in details are emailed to the parents, with IT Help Sheets. These and curriculum materials are mailed to Primary Schooling families only. Years 7 – 12 learning resources accessed online.
11. Students can now begin lessons.

Please note: Allow at least three weeks for the enrolment process to be completed. To help avoid delays, we encourage families to provide all necessary documentation promptly. Our team works hard to ensure students can begin their schooling as quickly as possible.

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)
- Have an allocated Home Tutor (refer to the Prep – Year 12 Handbook for more information on Home Tutors)