

## Student Finalisation Form

Note: The following information must be provided by the student's parent/guardian.

STUDENT DETAILS			
Surname:		Given Name:	
Year Level:			
Postal Address:			
City/Town:		Post Code:	

Please tick the appropriate box to indicate the main reason for your finalisation

FINALISATION REASON	APPLIES TO	EVIDENCE REQUIRED
<input type="checkbox"/> Full-time employment (25+ hours/week)	Finished Year 10 or over 16 years old *See page 2 for more information	Letter from employer on company letterhead
<input type="checkbox"/> Travel ceased	Enrolled under <i>Itinerant</i> or <i>By Choice - Traveller</i> category	Letter of Acknowledgement of enrolment in new school, if other than a Government school
<input type="checkbox"/> TAFE/Tertiary studies commenced	Finished Year 10 or over 16 years old *See page 2 for more information	Letter of Acknowledgement of enrolment
<input type="checkbox"/> Traineeship / apprenticeship commenced	Finished Year 10 or over 16 years old *See page 2 for more information	Letter of Acknowledgement from employer on letterhead OR Registration of traineeship / apprenticeship
<input type="checkbox"/> Attending another government school. Name of school:	Any student currently enrolled	Nil
<input type="checkbox"/> Attending a non-government school. Name of school:	Any student currently enrolled	Letter/email of Acknowledgement of enrolment at a new school
<input type="checkbox"/> Registering with Home Education Unit	Any student currently enrolled	Advised of their intention to register with the Home Education Unit *Please note that confirmation of registration should be forwarded to the school as soon as available
<input type="checkbox"/> Parent advised school the enrolment has ended and attendance has ceased	Any student currently enrolled	Confirmation of enrolment in next eligible option
<input type="checkbox"/> Permanently moved interstate/overseas with no intention of returning	Any student currently enrolled	Letter/email of Acknowledgement of enrolment at a new school
<input type="checkbox"/> Engaged in transition pathways support	Any student currently enrolled	Email from Transition Pathways Officer
<input type="checkbox"/> <b>Other reason:</b>		

### Notes:

- If there are issues associated with service delivery, please indicate by attaching a letter to this form clarifying the issue.
- This may affect any government assistance/benefits that you might receive for study at Charters Towers SDE. You are advised to contact the appropriate agencies as this is separate to your enrolment with us.
- Please remember to return all barcoded resources that have been loaned to you. Contact the school's Curriculum Store for a list if required.

Parent Signature:		Date:	
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### OFFICE USE ONLY (Information supplied by: please tick one)

Information Supplied by:	<input type="checkbox"/> Parent/Guardian	<input type="checkbox"/> CTSDE Staff	<input type="checkbox"/> Destination School	<input type="checkbox"/> OneSchool Notification
Approving Officer Signature:			Date:	
<input type="checkbox"/> DP has notified teachers	<input type="checkbox"/> De-registered on SMS	<input type="checkbox"/> Finalised on OneSchool		

## Important Information

Students in the compulsory schooling phase can finalise their enrolment when the student:

- is attending another school (name of school required); or
- is registered for home schooling.

A young person's compulsory participation phase starts when they stop being of compulsory school age (for example, turns 16 or completes Year 10 – whichever comes first) and ends when the person:

- has completed Year 10 or turned 16 and be employed full-time (at least 25 hours/week) and has provided Charters Towers SDE with evidence of employment (three payslips or a letter from the employer); or
- has completed Year 10 or turned 16 and be studying a Certificate III, IV or Diploma full-time and has provided Charters Towers SDE with evidence of enrolment; or
- has completed Year 10 or turned 16 and be participating in a full-time apprenticeship or traineeship and provided Charters Towers SDE with evidence (eg training contract).
- turns 17 or completed Year 12 - whichever comes first.

Any student who does not fit these categories cannot finalise their enrolment, regardless of their age or year level – they are legally required to continue with their education until they meet one of the above conditions.

If you wish to discuss a finalisation of enrolment, please contact the Enrolments Team on (07) 4754 6888 or [enrolments@charterstowersssde.eq.edu.au](mailto:enrolments@charterstowersssde.eq.edu.au).

### SUBMITTING FINALISATION FORM

<b>Post:</b>	Charters Towers SDE - Enrolments PO Box 685 Charters Towers, QLD 4820
<b>Email:</b>	<a href="mailto:enrolments@charterstowersssde.eq.edu.au">enrolments@charterstowersssde.eq.edu.au</a>