

Enrolment Process Checklist

To be considered for enrolment the student must meet the following 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

Step 1 - Submit enrolment application and supporting documents

- | | |
|---|--|
| <input type="checkbox"/> Student Enrolment Form 1 & 2 | <input type="checkbox"/> Included details and attachments of any relevant court orders (if applicable) |
| <input type="checkbox"/> Online Service Consent Form | <input type="checkbox"/> Itinerary (for travelling families) |
| <input type="checkbox"/> State School Consent Form | <input type="checkbox"/> Proof of Queensland residency (for travelling families) |
| <input type="checkbox"/> Distance Education Application for Fee Exemption/Waiver/Payment Plan Form | <input type="checkbox"/> Exclusion paperwork (if applicable) |
| <input type="checkbox"/> Annual Approval Form | <input type="checkbox"/> Proof of date of birth |
| <input type="checkbox"/> Medical Form – Completed by a medical practitioner (for medical students only) | <input type="checkbox"/> Copy of most recent school report |
| <input type="checkbox"/> Exam Supervisor (for Years 10-12) | <input type="checkbox"/> Report Card |
| <input type="checkbox"/> Recent photo of student (for student's digital record) | |

Step 2 - Enrolments will begin being processed

- ☐ Completed by the school – Approval by Principal

Step 3 - Complete mandatory acer testing

ACER Testing is a series of tests for the student to complete to determine their academic level to assist in subject selection.

- ☐ ACER Log in details of student received via parent's email for ACER Testing
- ☐ Complete ACER Testing (link sent via parent's email)

Step 4 - Payment to be made to the school

Subject fees will be invoice with the annual enrolment fee at the beginning of the enrolment process. Subject fees can be paid off over the year

- ☐ Payment made to the school
- ☐ Annual Enrolment Fee or Security Deposit

Step 5 - Complete induction – Ready to begin lessons

Students cannot commence lessons until this is complete

- ☐ Login details will be sent to both parent's and student's email
- ☐ Induction invitations will be sent to both parent's and student's email
- ☐ Complete induction (Once complete, the student/s can now begin their lessons)

Step 6 - Curriculum is distributed to families

This can take up to 2 weeks to be received by the family

- ☐ Curriculum will begin being distributed to the family