Enrolment Checklist

Approved
New Enrolments

Please use this checklist to ensure all required documentation is returned.
Failure to enclose items will result in delayed enrolment.

- Enrolment Application - completed and signed
- Supplementary Information - completed and signed
- Enrolment Agreement – signed
- Student Learner Profile
- ICT User Agreement - signed
- Third Party Consent Form - signed
- State School Consent Form - signed (optional)
- Remittance Form - completed
  (include payment - credit card authorisation, cheque or money order)
- EFT form
  *(EFT details cannot be used for payment of fees. EFT details are collected so that there is no delay in BrisbaneSDE making payments to families for textbook allowance, subsidies, refunds, etc.)*
- Student ID Photo - no hats, caps or sunglasses
  *(Passport sized photo or head and shoulders digital photo - refer Page 13 of 2018 Handbook)*
- Doctor’s letter stating expected delivery date
  *(pregnant students only)*
- Doctor’s letter supporting student’s status as primary carer
  *(letter to be supplied by the doctor of the supported person)*
- Copy of exclusion documentation
  *(excluded students only)*
- Birth Certificate - copy
- School report - copy of most recent academic report
- Supervisor Nomination Form - Years 10, 11 and 12 only
  *(refer to Supervisor Nomination Form for eligibility details)*
- Copy of SET plan from previous school - for students enrolling in Year 11 only
- VET Student Agreement/VET Late Enrolment Checklist - for students enrolling in Years 10, 11 or 12 studying VET courses only

NOTE: 2018 Handbook, Course Outlines and Resource Lists, which include textbook requirements, can be accessed on the BrisbaneSDE website.