



PROCESS FOR SUBMITTING GENERAL ENROLMENT APPLICATION FOR 2024

What documents are needed and how to submit an application.

Visit our website www.pbc-shs.eq.edu.au:

[Enrolments tab – Enrolling at our school – Year 7 Enrolments](#)

- **Download the Enrolment Application Form** (PDF, 5.8mb) which includes:-
 - 2024 Enrolment Application form to be completed and signed
 - SRS Participation Agreement Form to be completed and signed
 - Agreements Summary form to be completed and signed
 - This form includes weblinks to all the agreements that must each be read and agreed to, by signing the Summary form.
- **Supporting documentation to be scanned, saved as a PDF and returned with your application include:**
 - Original Birth Certificate (if your child has not been previously enrolled in a QLD state School) – Save as 'Surname,initial,birthcert'
 - Address documentation as stated on the Enrolment Application form, for in-catchment applications – Save as 'Surname,initial,address docs'
 - Inclusive support / family law documents / medical documentation (if applicable)
 - Copies of Last 2 semesters school reports – Save as 'Surname,initial,reports'

To submit your application:-

Create an email to enrolments@pbc-shs.eq.edu.au and attach each document to that email. If your email is over 7MB in size you should split the attachments over two emails.

Your email should include:

- Enrolment Application form
- Birth Certificate (if applicable)
- Address documents (for in-catchment applications)
- Inclusive support / family law documents / medical documentation (if applicable)
- Last 2 reports (if required)

** All documents must be attached as PDFs. Strictly no jpgs or image files. Please do not send PDFs via a cloud link as we cannot access these.

If you are unable to submit your application as above, please bring all your documentation as hard copies and lodge at Administration office. It is important to have all your documents photocopied prior to lodging as we are unable photocopy.

When submitting your application in person at the Administration office please be aware if you do not have all the required documentation, your application will be handed back to you as we will not be accepting incomplete applications.



Does it cost anything to apply for Enrolment @ PBC?

There is no fee for in-catchment applications.

Out of catchment (non-refundable) fee – payable on application lodgement \$80

Should you wish to submit an Out of Catchment (OOC) application for consideration (no guarantee of enrolment), you will need to pay \$80 OOC non-refundable fee at the time of application and provide a letter addressed to the Executive Principal outlining your reasons for this request. All OOC applications will be reviewed by the Executive Principal by 30 November 2023. There is an Out of Catchment enrolments form that you are required to fill out (please do not fill out the enrolment form, if accepted you will then be emailed the enrolment form to complete).

How do I pay the Out of Catchment Fee if I am submitting by email?

You can deposit direct to our Bank account, details are:-

BANK ACCOUNT	PALM BEACH CURRUMBIN STATE HIGH SCHOOL
BSB	064-404
ACCOUNT NO.	00090303
REFERENCE	Your students name E.g. SMITH John 2024

If lodging your application at the Front Reception, you can pay the \$80 out of catchment fee on Tuesday – Thursday from 8:00am to 12:00pm at the finance window.