



## General Enrolment at PBC How to Apply

### To submit your application:-

1. Complete the below documents, sign and return via email/hardcopy with supporting documents listed below
  - a. General Enrolment Application form
  - b. SRS Participation Agreement form
  - c. Agreement Summary
2. **Documentation Check List:-**
  - General Enrolment Application form - completed
  - SRS Participation Agreement form – completed
  - Agreement Summary - completed
  - Birth Certificate, *if you are submitting via email we will require a copy of the birth certificate however this will not be printed*
  - Copies of Last 2 Semesters School reports
  - Copy of Latest NAPLAN
  - Current GCCC Rates/current registered rental agreement
  - Current electricity account
  - Current Drivers License front and back
4. Scan all forms and documents and save as a **PDF** document – Surname (capitals), First Name (BLOGGS, Joe)
5. If your document is too large to send as one PDF, send two and name as follows
  - Surname (capitals), First Name Part 1
  - Surname (capitals), First Name Part 2
6. All documents must be PDF format.
7. Email to [enrolments@pbc-shs.eq.edu.au](mailto:enrolments@pbc-shs.eq.edu.au)
8. If you are unable to submit your application as above, please bring all your documentation as a hard copy (printed out) and lodge at Front Reception.
9. It is important to have all your documents photocopied prior to lodging as we are unable photocopy.