

CapSDE Enrolment Checklist

Home-based Learners

Use this checklist to ensure all required documentation is submitted for the appropriate enrolment category.

Circumstances Where Fee Applies But Student is Eligible for Exemption

Enrolment Circumstance		Supporting documentation/evidence to support application	Submitted
Geographical isolation	The student lives in a remote area as defined by section 49 of the Act.	<ul style="list-style-type: none"> Evidence of principal place of residence must be provided (e.g. utilities bill dated within the last 12 months). Principal place of residence details will be verified by SDE against distances to schools and school transport routes. 	<input type="checkbox"/>
Medical	The student cannot attend a state school other than an SDE for more than 80 consecutive school days due to their state of health.	<ul style="list-style-type: none"> A medical certificate¹ must be provided. 	<input type="checkbox"/>
Itinerant	The student has an itinerant lifestyle due to the student's or parent's occupation, as described by section 53(2) of the Act.	<ul style="list-style-type: none"> Evidence of itinerant lifestyle must be provided (e.g. a letter from employer stating the parent is employed and their work schedule including dates and location(s)). A student in representative sport will be required to provide a letter from the State/National association confirming their selection and an itinerary of dates and locations. 	<input type="checkbox"/>
Suspension	The student is suspended from a state school on a charge-related ground under section 282 of the Act.	<ul style="list-style-type: none"> Suspension information will be verified by SDE in consultation with the Regional Case Manager. 	<input type="checkbox"/>
Exclusion	The student is excluded from a state school under section 291 of the Act, or from certain state schools under section 298 of the Act, and would be considered to live in a remote area (as per section 49) if the school/s from which the student is excluded were taken not to be the nearest applicable school for the definition remote area . OR	<ul style="list-style-type: none"> Exclusion information will be verified by SDE in consultation with the Regional Case Manager. 	<input type="checkbox"/>

	The student is excluded from all state schools under section 298 of the Act.		
Carer or parental responsibility	The student has parental or carer responsibilities which preclude regular attendance at a state school.	<ul style="list-style-type: none"> • Examples of evidence for parental responsibilities could include the child's birth certificate, Medicare card with child's name listed, or Centrelink documentation. • Evidence for carer responsibilities could include a medical certificate dated within the last 12 months confirming carer responsibilities or Centrelink documentation. 	<input type="checkbox"/>
Prospective mature age students	<p>The student has been refused enrolment as a mature age student at a mature age state school.</p> <p>OR</p> <p>The student's principal place of residence is more than 16 kilometres from the nearest mature age state school.</p>	<ul style="list-style-type: none"> • Parent or student must provide evidence that the student was refused enrolment at a mature age state school. • Evidence of principal place of residence must be provided and will be verified by SDE. 	<input type="checkbox"/>
Corrective students	<p>The student is in custody at a corrective services facility under the Corrective Services Act 2006.</p> <p>NB: Fee exemption may only be granted for the period in which the student is in custody.</p>	<ul style="list-style-type: none"> • SDE will verify that the student is in custody. 	<input type="checkbox"/>

¹ **Medical certificate** means a certificate signed by a person registered under the Health Practitioner National Law to practise in the psychology profession (other than a student) or a medical practitioner. Medical certificates must be dated within the last 12 months.

Circumstances Where Fee Applies and Student is NOT Eligible for Exemption

Circumstance	Details	Required Documentation	Eligible for Exemption
Home-based (by choice)	The student is enrolled in an SDE although they have access to a local state school (also known as 'by-choice' students).	N/A	<p>✗</p> <p>N/A – Not eligible for exemption under section 53 of the Act.</p>
Temporary travel	Travel that does not meet requirements for exemption under section 53 of the Act.	N/A	<p>✗</p> <p>N/A – Not eligible for exemption under section 53 of the Act.</p>

Circumstances Where a Fee Waiver May Be Applicable

Circumstance	Details	Required Documentation	Submitted
Educational disadvantage and financial hardship	Student would experience a significant educational disadvantage if they were not able to continue in the program and payment of the fee would cause financial hardship to the person liable to pay it.	<ul style="list-style-type: none"> • Statements that describe the personal, living or learning circumstances of the student that may cause them to experience educational disadvantage should they not be able to access distance education (e.g. lack of continuity of learning). • Current Health Care Card or other evidence of financial hardship. 	<input type="checkbox"/>
Exceptional circumstances	The SDE principal is satisfied the waiver is appropriate and reasonable because exceptional circumstances exist in relation to the student	<ul style="list-style-type: none"> • Statements from medical or educational professionals, youth or social workers, employers or others that describe the unique personal, living or learning circumstances of the student that would support distance education as being the most appropriate educational program for the student. 	<input type="checkbox"/>

You will be invoiced for school fees once your enrolment application has been processed and approved.

Completed enrolment applications are to be emailed to enrolments@caprockside.eq.edu.au If you have any questions, please contact us:

Phone: 07 4931 4800 (Rockhampton) 07 4987 9100 (Emerald)

Website: <https://capricorniasde.eq.edu.au/>

Facebook: <https://www.facebook.com/capricornia.sde/>

