



HEATLEY SECONDARY COLLEGE

TCTC ENROLMENT PROCESS 2025

		Done
1	Pick up an enrolment pack from the Administration Office – you must be working towards a QCE to be eligible to enroll in these courses.	<input type="checkbox"/>
2	Read the Enrolment and TCTC Handbook enclosed in your enrolment pack	<input type="checkbox"/>
3	Complete the following forms prior to the Enrolment Interview <ul style="list-style-type: none"> • Application for Enrolment • Enrolment Agreement • ICT Responsible Use • Guidance Officer Consent Form • State School Consent Form • USI Number Form 	<input type="checkbox"/>
4	Ring 07 4726 8333 to book an enrolment appointment to meet with the Head of Department for the Townsville Creative Technologies Centre	<input type="checkbox"/>
5	Attend Interview – and Bring ID <ul style="list-style-type: none"> • Must bring completed paperwork to the interview • You must bring proof of identity documentation to your interview. This may be a birth certificate, drivers license, passport, etc. If you are currently on a Visa, then you will need to bring a copy of this as well 	<input type="checkbox"/>
6	Pay for the required fees.	<input type="checkbox"/>
7	Collect ID Card from the Administration Office before attending class	<input type="checkbox"/>