

# Enrolment process for international students

## STEP 1 Contact our Enrolments Assistant for information

- Via our website [www.hutchins.tas.edu.au](http://www.hutchins.tas.edu.au)
- Email [enrolment@hutchins.tas.edu.au](mailto:enrolment@hutchins.tas.edu.au)
- Telephone (03) 6221 4236

## STEP 2 Complete an online Application Form with supporting documents

Once the decision has been made to make application for your child to enrol at The Hutchins School, you (or if applicable the Agent assisting you) must complete the online [Application Form](#). There is no obligation by you or by the School at this point to continue with the enrolment – submitting an Application Form simply allows the School/Agent to help you progress your enrolment.

Along with the Application Form, we will also need the following documents submitted:

- **certified** copies of your child's past **two school reports** from their current school
- certified translation of grades and comments in the school reports
- a **half page essay** (approx. 150 words), hand written by your child telling us a little about what they like to do after school and during weekends, about family members (i.e. brothers or sisters), pets and anything else that your child wishes to share with the School so we are able to know them a little better
- a **copy** of your child's **passport photo page** (if they do not yet have a passport this can be forwarded once acquired)

## STEP 3 Further documents and testing

The Hutchins School or the Agent will contact you once we have your Application Form and the supporting documents.

## STEP 4 Offer of a Place is issued

The Hutchins School will now consider your child's application. If your child's application has been 'accepted' then you will receive an Offer of Place. If your child's application is 'rejected', the School will advise you directly, or via the Agent, as to any reasons why this is the case and whether the School recommends an EALD bridging course or making application at a later time.

An Offer of a Place will be sent via email to you/your Agent along with any other documents that need to be completed, signed and returned and which may be signed and submitted online. The Offer of a Place will outline all fees that will need to be paid to the School and how to pay them.

## STEP 5 Payment to the School

You or your Agent will need to notify the School when payment of enrolment fees have been completed, by way of a copy of the transaction receipt. The School will then continue to Enrolment Step 6.

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