NORMAL ENROLMENT PROCESS for Australian Citizens and Residents

STEP 1: CONTACT THE SCHOOL REGISTRAR FOR INFORMATION

- Using the website at www.hutchins.tas.edu.au
- Using email at hutchins@hutchins.tas.edu.au
- Telephone the registrar at (03) 6221 4236

STEP 2: AN INVITATION TO TOUR THE SCHOOL

- Prospective parents and their son will have the opportunity to meet with the Deputy Headmaster and take a tour of the School

STEP 3: SUBMITTING AN APPLICATION FORM

- In order to place your son on the nominated entry list for any given year, you need to complete and return an Application Form (available from the website or enclosed in the Prospectus)
- To pay a non-refundable Application Fee (as stated on the Application Form)

STEP 4: INTERVIEW PROCESS

- Closer to the nominated date of entry, parents will be advised as to the availability of places
- If a place is available for your son at that time, parents and their son will be invited in to attend a formal interview with the Deputy Headmaster

STEP 5: FORMAL OFFER OF A PLACE AND ACCEPTANCE

- On completion of the formal interview, the School may issue a formal Offer of a Place for parents to consider accepting for their son for the following year’s entry
- To accept the formal Offer of a Place, parents will be required to complete, sign and return further Enrolment Forms, Acceptance of an Offer of a Place Reply Slip and School Rules Reply Slip
- To secure a place at Hutchins, it is further required that an Enrolment Deposit be paid on acceptance of a place, the amount as specified in the Offer of a Place letter, and must be received by the School within 30 business days from the date of that Offer.

STEP 6: ADVICE RE ORIENTATION INTO THE SCHOOL

- The School will invite your son to attend an Orientation Day as part of his introduction to The Hutchins School
- Dates for Orientation Day vary depending on the Year level of entry, however most year levels are conducted in November/December

STEP 7: FURTHER DOCUMENTATION

- The School will send further information regarding to the start of the new School year, including dates and times for uniform and text/stationery sales, commencement procedures and any other information relating to the start of the year