



THE HUTCHINS SCHOOL

Enrolment process for international students

STEP 1 Complete an online Expression of Interest Form and return with supporting documents

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

Along with the International Student Expression of Interest Form, we will also need the following documents submitted:

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

STEP 2 Further documents and testing

The Hutchins School or the Agent will contact you once we have your Expression of Interest Form and the supporting documents in Step 1. Further information may then be requested before the application will be considered:

- online or paper English/Maths and reasoning tests to be completed to assess English and mathematical ability so we are able to evaluate English as Another Language or Dialect (EALD) needs or other support that may be required and therefore be able to prepare an appropriate program on arrival. English testing accepted by the School can be carried out by iSTARTOnline, AEAS or IELTS.
- a more detailed medical form to be completed to ensure there are no limiting medical conditions or behaviours
- a skype interview with the Registrar may also be appropriate to further consider the application

STEP 3 Expression of Interest and supporting documents

The Hutchins School will now consider your son's application. If your son's application has been 'accepted' then the School will continue to Step 4. If your son'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.

STEP 4 Offer of a Place is issued

The Hutchins School will now prepare the Offer of a Place which 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 form part of the conditions of enrolment into the School. The Offer of a Place will outline all fees that will need to be paid to the School and how to pay them directly to the School in acceptance of that place for your son.

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.

continued over page

STEP 6 Confirmation of Enrolment issued for student visa process

Finally, once the School confirms that payment has been received, the School will prepare the necessary documents required by you to support your child's application to Immigration to gain a Student Visa. This includes the electronic Confirmation of Enrolment (eCOE) and the Welfare Declaration (signed by the School) as applicable. We may also require that a Guardian be appointed.

STEP 7 Advise the School of your son's arrival details

Once the Student Visa has been granted we ask that you advise the School immediately of your son's arrival details. The School will then arrange the appropriate airport pickup, transportation to the School to get settled into the boarding house etc.

STEP 8 Induction – what to bring?

The School will provide you with information about the induction process on arrival and what to pack for the journey.



HUTCHINS

ESTABLISHED 1846