

DreamHill International School



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Enrollment Process – Step-by-Step Guide

Dear Parents,

Thank you for considering **DreamHill International School** for your child's education. We aim to make the enrolment process simple, transparent, and supportive for every family. Please follow the steps below to ensure a smooth admission experience:

Step 1: Initial Inquiry

Parents or guardians who are interested in enrolling their child are welcome to contact our **Admissions Office** via **phone, email**, or by visiting the school in person. During this stage, you can request detailed information about the school, our curriculum, fee structure, and the full enrolment process.

Step 2: School Tour & Information Session

After your initial inquiry, our Admissions Office will arrange a **school visit** and **information session** for you and your child.

During this session, you will:

- Tour the school facilities
- Meet our teachers and staff
- Learn more about our academic programs, values, and teaching philosophy

Step 3: Submission of Application Form

Parents will receive an **online application form link** from the Admissions Office on email, which must be completed and returned along with the following documents:

- Previous school reports (if applicable)
- Copy of the student's birth certificate or ID/Passport
- Copy of the parent(s) ID/Passport
- Proof of Income
- Contact details of parents/guardians

Step 4: Application Review

Once submitted, the Admissions Office will review your application and supporting documents to ensure that **DreamHill International School** can meet your child's educational needs.

Step 5: Entrance Assessment

If the application meets the requirements, your child will be scheduled for an **entrance assessment**. This helps us understand your child's:

- Academic level
- Language proficiency
- Readiness for our curriculum

Assessments may include written tasks, an interview, or group activities, depending on the grade level.

Step 6: Parent & Student Interview (*Optional*) after the assessment

In some cases, we may invite parents and the student for an informal interview. This gives us an opportunity to understand your child better and allows you to ask questions or discuss any concerns.

Step 7: Admission Decision

After reviewing the assessment and supporting documents, the Admissions Office will communicate the admission outcome. Decisions are shared via **email, phone, or in person**.

Step 8: Enrolment & Fee Payment

If your child is accepted, you will receive an **enrolment package** with all the necessary forms and payment details. To secure your child's place, you will need to:

- Complete and return the enrolment forms
- Pay the required fees within the specified timeframe

Step 9: Orientation for New Families (*Beginning of the enrolment year*)

Before the start of the academic year, **DreamHill International School** hosts an **orientation program** for new students and their families. This helps everyone become familiar with:

- The school's facilities
- Policies and procedures
- Teachers, staff, and fellow students

