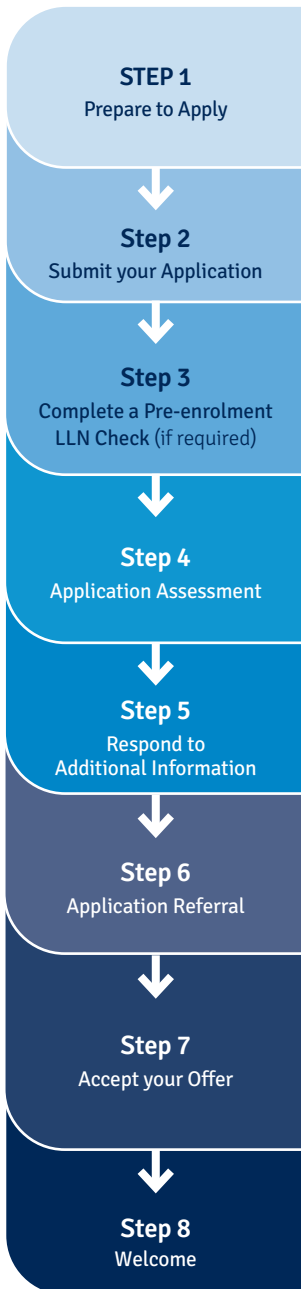


Application and Enrolment Process



To start your enrolment process at Box Hill Institute, there are a few steps you need to take. Please allow enough time to familiarise yourself with what's required.



Prepare to Apply

Gather documents as outlined in your Application Pack. Being prepared will make the process easier.

Submit your Application

- Register for or log in to the Applicant Portal following the link in your Application Pack.
- Follow the instructions and don't forget to click **submit** at the end.

Complete a Pre-enrolment Literacy and Numeracy (LLN) Check

You may need to complete a pre-enrolment LLN check. If this is the case, login details are provided following receipt of your application. Please complete as soon as possible so that assessment can be progressed.

Application Assessment

Your application will be assigned to a Student Recruitment Officer for assessment as soon as possible. During busy times, assessment is prioritised according to course start dates. We endeavour to commence assessment of all applications within 5 working days.

Respond to Additional Information

If any aspects of your application requires additional input from you, your assessor will be in touch by email and/or phone. Please respond to these requests promptly so that assessment can continue.

Application Referral

Your application may be referred to the teaching area for additional entry requirements. If an interview or audition is required, please book this promptly. Referrals for other reasons will be advised to you along with expected timeframes for completion.

Accept your Offer

Your place in the course is not confirmed until you have accepted the offer and arranged payment.

Please fill the Course Acceptance and Payment Options form and return immediately to admissions@boxhill.edu.au.

Welcome

A Welcome Letter will be provided to you with information about course commencement and orientation and will introduce you to your contacts in the teaching area.