Australian International Islamic College

International Students
Information and Enrolment Booklet

CRICOS Provider Code: 02724C

Address: 724 Blunder Road, DURACK QLD 4077
Tel: (617) 3372 1400 Fax: (617) 3372 2500
Email: admin@aic.qld.edu.au
Website: www.aiic.qld.edu.au
HOW TO APPLY

First Step: Please read the following information

- Australian International Islamic College’s CODE OF PRACTICE
- Choose the course
- Application form including the Refund Policy and Dispute Resolution Policy.

Second Step: Complete all four (4) pages of enrolment Form. Student and student’s parent sign application form. Please attach the following information in English/official English translation.

1. Birth Certificate /or passport title page
2. School reports for the last two years
3. A letter of reference from the student’s school Principal
4. Copies of any certificates of public examination (where applicable)
5. Results of English Language Test (i.e. IELTS, ISLPR, TOEFL) or their equivalent, administered by an accredited agency, Australian Education Assessment Services.

Third Step: Post completed APPLICATION FORM with all supporting documents together with Application Fee of $250.00 AUD (by International Bank Draft) made out to AUSTRALIAN INTERNATIONAL ISLAMIC COLLEGE to the following address.

The Principal
Australian International Islamic College
724 Blunder Road,
DURACK. QLD 4077
AUSTRALIA.

The Overseas Student Support Officer will consider Student Application and recommend to the Principal for his final decision on the acceptance. If successful we will post you a letter of acceptance and request you to pay the following fee in advance.

- SECURITY DEPOSIT $AUD 2,000.00
- TUITION AND HOMESTAY FEES for at least one term.
  (Amount required will be stated in our Letter of Acceptance.)

Note: You are required to take Health Insurance cover.

CONFIRMATION OF ENROLMENT

When fees have been paid, we will send you a Confirmation of enrolment Certificate. This should be taken to the Australian Embassy in order to apply for a Student Visa.
ENTRANCE REQUIREMENT

ACADEMIC EVIDENCE

Overseas students applying for enrolment at Australian International Islamic College (AIIC) are required to provide the following records:

1) A copy of the latest school report – translated into English
2) Copies of any certificates of public examinations (where applicable)

ENGLISH COMPETENCY

An understanding of, and competence in, the use of English is essential to the full achievement of students in the Queensland educational system.

Primary Years 1 – 6

Students at Years 1 – 6 are assessed individually to determine their learning needs.

Secondary Junior Years 7 – 9

Students whose first language is not English must have a Level 4 IELTS with no less than 4 in speaking and listening.

Students wishing to enter AIIC at Years 7 – 9 must have an academic record placing them in the top 50% of their class in Mathematics, Science and English.

Secondary Senior Years 10 – 12

For admission to Year 10 students whose first language is not English must have a Level 4 IELTS with no less than 4 in speaking and listening.

Students wishing to enter AIIC at Year 10 – 12 must have an academic record placing them in the top 50% of their class in Mathematics, Science and English.

For admission to Board Subjects (Subjects which lead to calculation of an OP for University entrance) at Year 11 and 12 at AIIC, students whose first language is not English must achieve a minimum of Level 5 IELTS with no less than 4 in reading and writing. Where specific subjects have entry requirements, these must be met.

Consideration may be given to students who do not meet the English entry requirements on application. Acceptance to Australian International Islamic College will be at the discretion of the Principal.

All students will be re-tested on arrival at Australian International Islamic College.

MEDICAL INSURANCE

All Overseas students are required to have Overseas Students Health Cover (OSHC) for the duration of their studies. Payment for OSHC must be received by Australian International Islamic College prior to a Confirmation of enrolment being issued.

Annual payment for OSHC will be included in invoices for tuition. Australian International Islamic College will arrange initial membership and assist students where required.
Australian International Islamic College
Fees and Charges

<table>
<thead>
<tr>
<th>Tuition Fees- 2015</th>
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<tbody>
<tr>
<td>Payment Type</td>
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<tr>
<td>Yearly</td>
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OTHER FEES AND CHARGES

1. Security Deposit AUD $2000.00
   The Security Deposit will be refunded if a VISA is not granted.

2. Application Fee (non-refundable) AUD $ 250.00

ADDITIONAL EXPENSES

- Cost of school uniform
- School bus transport
- Textbooks
- Excursions
- Outdoor Education and Camps.

PAYMENT

1. Application Fee of $AUD 250.00 (non-refundable) to accompany with your initial Application for Enrolment.
2. After receiving letter of acceptance pay $AUD2000 Security deposit and
3. After receiving $AUD2000 Security Deposit and the $AUD345 OSHC and Tuition fee for Term 1 you will be sent the CONFIRMATION OF ENROLMENT CERTIFICATE. This to be presented in the Australian Embassy for a Visa.
4. Full tuition fees are to be paid prior to commencement of school.
5. Moderation Fee: (Applicable to Year 11 and 12 only)
   The Queensland Studies Authority requires a Moderation Fee to cover the cost of moderation and monitoring of students work.
   It is charged each year to students in Year 11 and Year 12. The fee for 2015 is $AUD275.00
APPLICATION FORM

Details of Student

I wish to ____________________________________________________________________________________________
(Full name of student)

from the commencement of Term 1, 2, 3, 4 in the Year ____________ for Year Level ________________

Date of Birth ____________________ Nationality ________________________________

Current School ____________________ Year Level ____________________

Details of older sibling(s) attending the School or who have applied to attend the School in the future:

Name: ____________________ Date of Birth: ____________________
1. ____________________ ____________________
2. ____________________ ____________________
3. ____________________ ____________________

Full name(s)

Has the student ever been expelled, suspended or asked not to return to any school, or are there any circumstances concerning past behaviour of which the Principal should be aware? __________________________

(If yes, please advise details separately in writing).

Details of Parents (If Legal Guardian or Sole Parent, please specify)

FATHER ____________________ MOTHER ____________________

Full Name: ____________________ Full Name: ____________________

Address: ____________________ Address: ____________________

Occupation: ____________________ Occupation: ____________________

Employer: ____________________ Employer: ____________________

Work telephone: ____________________ Work telephone: ____________________

Home telephone: ____________________ Home telephone: ____________________

Fax No (s): ____________________ Fax No (s): ____________________

Email Address: ____________________ Email Address: ____________________

Name of person(s) by whom fees are payable ____________________

Relationship to student (if not parent) ____________________

Address for Fee Statements to be sent, if different from address for normal School correspondence. ____________________
My payment (if applicable) to cover the **application for enrolment fee** which is **not refundable** is enclosed herewith.

I undertake to pay the required Security Deposit (amount to be specified) on receipt of an offer from the Principal of a place in the School. This fee will be held in trust by the School and a refund made after adjusting any amount owing when the student leaves the school.

I agree to pay on receipt of letter of acceptance from the Principal, a security deposit, Overseas Student Health Cover and at least one term tuition fee for receiving the confirmation of enrolment Certificate.

I accept responsibility for all proper fees and charges. It is understood that fees for other than Overseas students are payable within 4 weeks of the commencement of each Semester. An administrative fee will be charged on overdue accounts.

I am aware of the rule which requires that notice of withdrawal of a student must be given in writing at least four (4) weeks prior to the commencement of each term, otherwise full fees for that term will be payable.

**It is required that both parents sign, other than in the case of Legal guardian or Sole Parent.**

Signature of Father: __________________________ Date: __/__/____

Signature of Mother: __________________________ Date: __/__/____

If the student is the son/daughter, grandson/daughter or brother/sister of a past student, please supply the name/s and relationship/s.

For administrative purposes please indicate the way in which you heard about Australian International Islamic College by placing a tick in the appropriate box.

- [ ] From relatives who are past students of the Australian International Islamic College.
- [ ] From friends or acquaintances
- [ ] Through an advertisement in a newspaper or magazine (Please specify name of publication).……………………………………………………………………
- [ ] By attending an Education Exposition
- [ ] Other (please specify).……………………………………………………………………

**For Further information please contact The Principal**

724 Blunder Road,
Durack QLD 4077

Telephone: +617 3372-1400
Fax: +617 3372-2500
Email: admin@aiic.qld.edu.au
Website: www.aiic.qld.edu.au
REFUND POLICY

The application for a refund of fee and charges should be made in writing. If there are exceptional circumstances for not starting the course or withdrawal from a course, a written explanation should be made to the Principal. The Principal may approve a greater amount of refund than defined below in some cases.

Payment of any refund due will be made with in 4 weeks of receiving the written application for refund.

In all case, if there is a balance owing form Overseas Student Health Cover (OSHC), the school will make application to the OSHC fund for the refund of any advance premiums paid.

IF A STUDENT DOES NOT START A COURSE.

If 4 weeks notice of cancellation has been received.

- Application for enrolment fee (current $ AUD 250) will not be refunded.
- All other fees and charges paid will be refunded after deduction of administrative fees and transaction fees associated with transfer of funds.
- The Security Deposit less any money owing will be refunded.

If less than 4 weeks notice of cancellation has been received.

- Application for enrolment fee (current $AUD 250) will not be refunded.
- No Tuition Fee for the first term will be refunded.
- 100% of all other fees or payment will be refunded.
- Security Deposit less any money owing will be refunded.

IF A STUDENT WITHDRAWS FROM A COURSE BEFORE COMPLETION DATE.

- Application for enrolment fee (current $AUD 250) will not be refunded.
- The Security Deposit less any monies owing will be refunded.
- All other fees paid in advance, less those owing for the current term will be refunded.

All Security Deposits and Term Fees paid in Advance are held in Trust. Fees payable for the current term is transferred from Trust to the General Fund Account with the balance of Fees paid in advance remaining in the Trust Account.

NOTE: Please note the refund of Fee agreement does not remove the right to take further action under Australia’s Consumer Protections laws.

I ______________________________________ have read the Refund Policy

Signature __________________________________________ Date: _______/_____/____