



Australian International Islamic College

ENROLMENT FORM 2017 LOCAL STUDENT



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Enrolment Information

ENROLMENT POLICY

The Australian International Islamic College offers an Islamic based education. The College expects that all students participate fully in both curricular and religious education.

Prospective students and parents are welcome to enroll at the College through the administration. The College organizes Open Days throughout the year, where parents and students can meet with the College's principal and staff members.

Submission of an Enrolment Form does not automatically constitute an enrolment, nor does it imply automatic right of acceptance.

Enrolment at the College implies the acceptance of the College's policies that are available on the College's website.

ENROLMENT PROCEDURE

General enrolment enquiries must be made through the school's administration officer who can be contacted on (07) 3391 7867. Throughout the year all new students must be enrolled by appointment.

Students enrolling from another school must obtain an official transfer from their previous school. We will contact the previous school for background information to help us plan for the student's success. All students and parents/ guardians must complete the official enrolment form and sign the Contractual Agreement Form. Please read through the Contractual Agreement Form with your child as there are several agreements that relate to the wearing of the school uniform and behavior.

Please bring the following information to the interview:

- A copy of your child's birth certificate or passport
- \$100 non-refundable application fee
- Visa, Residency or Citizenship documents if born overseas
- Recent school reports
- Immunization history statement
- Specialists reports (if applicable)
- Family court order or custodial arrangements

ENROLMENT REQUIREMENTS 2017

1 Minimum Age for Prep	Born 1 July 2011 – 30 June 2012
2 Documentation	Birth Certificate/Passport/Australian Citizenship papers
3 Visa	Visa documents to prove residency, if applicable
4 Health	Immunisation history statement
5 Education	Transfer papers and previous school report
6 Fees and Charges	\$100 non-refundable application fee
7 Other Fees	Levies
Please note: All documents are to be in English	

Enrolment Form 2017 - Local Student

Enrolment Date: New Enrolment Continuation Enrolment

Student Details

Surname: First Name: Year Level:
Address: Suburb: Postal Code:
Phone:
Date of Birth: Country of Birth: Gender: Male Female
Date arrived in Australia: Nationality:
(If not Australian born)
Previous School Attended:
Language spoken at home:

Is the student of Aboriginal or Torres Strait Islander origin? No Yes Both

Parents Details

Father's Name: Mother's Name:
Marital Status: Married Divorced Widowed
Country of birth: Country of birth:
Home Ph: Mobile: Home Ph: Mobile:
Email: Email:
Work Telephone Number: Work Telephone Number:
Language spoken at home: Language spoken at home:

What is the highest year of primary or secondary school parents have completed?

- Year 12 or equivalent
 Year 11 or equivalent
 Year 10 or equivalent
 Year 9 or equivalent or below

What is the level of the highest qualification primary carers have completed?

- Bachelor Degree or above
 Advanced Diploma/Diploma
 Certificate 1 to IV including trade certificate
 Non-school qualification

What is the occupation of the parent?

What is the occupation group of the parent? 1 2 3 4 8

(Please circle one only from the attached parental occupation group sheet, page 5). If you have not been in paid work in the last 12 months please circle number 8 box.

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Emergency Contact Details (Please write at least two contact persons for emergency situations)

Name: Name:
Relationship to student: Relationship to student:
Home Ph: Mobile: Home Ph: Mobile:

Medical Details

Doctor's Name:

Doctor's Address: Suburb: Postal Code:

Ph: Email:

Medicare Number:

Private Health Fund Name: Fund Number:

Does your child have any of the following impairments? (please tick)

Speech: Yes No Mobility: Yes No Hearing: Yes No Vision: Yes No

Other:

Does your child suffer from any of the following? (if you tick a box please provide details of medication or information which may be of use to the college)

Asthma Heart Problem

Epilepsy Migraines

ADD/ADHD Allergies (please specify)

Other

Immunisation Details (Please provide your child's immunisation record with this enrolment)

Does your child have any special needs? (please tick)

Physical: No Yes Educational: No Yes

Medical: No Yes Behavioural: No Yes

Sensory: No Yes Other:

Orders Affecting the Student

Are there any Specific Issue Orders, Care or Protection Orders in place that affect the Student? Yes No

If Yes, please attach copies of Family Court documents or Protection Orders relating to the student. In lieu of Court Orders, written consent from the non-custodial parent in support of enrolment at Australian International Islamic College must be submitted with this application.

Office Use Only

Date of Application: Date of Admission:

Birth Certificate: (photocopy provided) Certificate Number:

Health Care Card (photocopy provided) Card Number:

Passport/Visa (photocopy provided) Number: Expiry:

Immi Card Number: Expiry:

Other Documentation: Staff Signature:

Parent/Student Contractual Agreement 2017

I/We the parents/ guardian (s) of _____ agree to the following conditions outlined below.

1. I/ We understand that if at any time my/ our child's conduct, academic progress, or cooperation with the school's authorities is not in keeping with the school's policies, I/we understand that the school reserves the right to terminate my/our child's enrolment. Likewise, as a parent or parents, I/we pledge my/our support and cooperation with the school's policies and procedures regarding my/our child.
2. In the event that circumstances are such that I/we cannot continue to support the school relating to the progress of my/our child, I/we agree to withdraw my/our child from AIIC in a quiet and orderly fashion. Additionally, if I/we voluntarily withdraw or are requested to withdraw my/our child from the school, I/we understand and accept the policy that there will be no refund of registration fees or used tuition fees will be made.
3. Should the student be absent from the school for any reason (holidays), there will be no remission fees either in whole or in part.
4. Where a full year's fee is outstanding, without any formal explanation or agreement, the enrolment may be terminated. Further action will be followed to recover any unpaid fees.
5. I/we pledge to support the school in its efforts to administer discipline to my/our child in accordance with the standards the school sets for itself.
6. I/we give permission for my/our child to take part in all school activities, including sports and school excursions, and absolve the school from liability to us/me or my/our child because of any injury to my/our child at school or during any school activity. In case of accident or serious illness, I/we request the school to contact us/me. If AIIC is unable to contact me/us or my/our emergency contact when circumstances indicate immediate medical attention is required, the school may make whatever arrangements are required in its judgment.
7. I/We agree to uphold and support the high academic standard of the school by providing a place at home for my child to study and by giving my child encouragement in the completion of any homework or assignments.
8. I/We further agree that our child needs to come to school dressed and groomed according to the school dress code, and in a fashion that is in accordance to the teachings of Islam.
9. I/We agree that the college reserves all rights to use photographs or films of my child for school purposes.
10. I/We agree that if my child does not have the competence to cope with the next year level's work, his/her teacher has the right to have him/her repeating a year level.
11. I/We agree that any wilful damages caused to the school property by my child will result in full payment of the damages.
12. I/We agree that if there are any Special Issue Orders, Care or Protection Orders placed on my/our child, the college will be immediately notified.

By signing this Agreement the undersigned parents or guardians agree that they understand and agree to be bound by this document and that they have read, understood and agreed to be bound by all AIIC policies.

Father/ Guardian:	<input type="text"/>	Mother/Guardian:	<input type="text"/>
Father/Guardian Signature:	<input type="text"/>	Mother/Guardian Signature:	<input type="text"/>
Date:	<input type="text"/>	Date:	<input type="text"/>
Name of School Witness:	<input type="text"/>		
Witness Signature:	<input type="text"/>	Date:	<input type="text"/>

Parental Occupation List

List of Parental Occupational Groups

Group 1 Senior management in large organisations, government administration and defence, and qualified professionals

Senior Executive/Manager/ Department Head	Industry, commerce, media or other large organization
Public Service Manager	Section head or above, regional director, health/education/police/fire services administrator
Other administrator	School principal, faculty head/dean, library/museum/gallery director, research facility director
Defence Forces	Commissioned officer
Professionals	Generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others. Industries include health, education, law, social welfare, engineering, science, computing and business.
Air/Sea Transport	Aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller

Group 2 Other business managers, arts/media/sportspersons and associate professionals

Owner/Manager	Farming, construction, import/export, wholesale, manufacturing, transport, real estate, business
Specialist Manager	Finance, engineering, production, personnel, industrial relations, sales, marketing
Financial Services Manager	Bank branch manager, finance/investment/insurance broker, credit/loans officer
Retail Sales/ Services Manager	Shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency
Arts/ Media/ Sports	Musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official
Associate Professionals	Generally have diploma/technical qualifications and support managers and professionals.

Group 3 Tradesmen/women, clerks and skilled office, sales and service staff

Tradesmen/Women	Generally have a 4 year Trade Certificate, usually by apprenticeship. All trades people are included in this group.
Clerk	Book keeper, bank/PO clerk, statistical actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/
Skilled office, sales and service staff	Office—secretary, personal assistant, desktop publishing operator, switchboard operator Sales—company sales rep., auctioneer, insurance agent/assessor/loss adjuster, market researcher Service—aged/disabled/refugee/child care worker, nanny meter reader, parking inspector, postal worker,

Group 4 Machine operators, hospitality staff, assistants, labourers and related workers

Drivers, production, processing machinery, mobile plant	Drivers, machinery operators
Hospitality staff	Hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper
Office, sales and other assistants	Office—typist, work processing/data entry/business machine operator, receptionist, office assistant Sales—motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker Assistant/aide—trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant,
Labourers and related workers	Defence—ranks below senior NCO not included above Agriculture, horticulture, forestry, fishing, mining—farm overseer, shearer, wood/hide classer, farm hand, horse trainer, nurseryman, green keeper, gardener, tree surgeon, forestry/logging worker, mining, seafarer/fishing hand Other worker—laborer, factory hand, store man, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor

Group 8 Has not been in paid work in the past 12 months

Please note: If the person is not currently in paid work, but has been in paid work in the past 12 months, please use the person's last occupation.

Student Code of Conduct

CODE OF CONDUCT

Students have the responsibility to:

1. Follow teacher's instruction and accept the rules of the school
2. Treat others with courtesy and respect
3. Contribute to a clean, safe environment
4. Ensure there is no disruption to the learning environment
5. Respect the property of others, especially school property including grounds, buildings, furniture, equipment and books
6. Participate fully in their educational program
7. Ensure their actions do not discredit the school
8. Come to school regularly and punctually in full school uniform
9. Strive to achieve the highest standards in all aspects of school life
10. Observe Islamic manners, respect for teachers and culture at all times

Enrolment Checklist

Please tick the appropriate boxes to indicate whether you have completed all the forms, provided copies of all the documents and paid the enrolment fees.

- Enrolment Form
- Uniform Order Form
- Transport Form
- Please attach a copy of each child's birth certificate
- Please attach a copy of each child's immunisation record
- Please attach a copy of each child's passport (where applicable)
- Please attach copies of previous school reports (where applicable)
- Please attach former school/centre reports
- Please attach custody restrictions document (if applicable)

An interview with the principal is required before enrolment can be confirmed.



MAIN CAMPUS

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