



Australian International Islamic College

www.aiic.qld.edu.au



ENROLMENT FORM 2018 INTERNATIONAL STUDENTS

GOLD COAST CAMPUS

19 Chisholm Road

Carrara QLD 4211

CRICOS Provider No: 02724C

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Enrolment Form 2018 – International Students



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ENROLMENT REQUIREMENTS 2018 – INTERNATIONAL STUDENTS

To ensure the ongoing success of the college, you must meet the requirements as specified below.

1. Minimum Age	Child Born 1 July 2012 – 30 June 2013 will be eligible for Preparatory
2. Documentation	Birth Certificate / Passport
3. Visa	Visa Documents
4. Health	Immunization Record Private Healthcare Coverage Document or Card
5. Education	Transfer papers and previous School report if coming from another school
6. Fees and Charges	First Semester Fees + Enrolment Fee \$250.00 paid at time of enrolment
Please note: All documents are to be in English	

COLLEGE FEES - 2018

Fees for 2018 have been set at the levels tabled below and will remain at these levels for the full year unless unforeseen circumstances necessitate a change.

FEES		
Year Level	Total Fees for 2017	Total Fees for 2018
Prep - Year 6	\$13,000.00	\$13,390.00
Years 7-10	\$14,000.00	\$14,420.00
Years 11-12	\$15,000.00	\$15,450.00

Above fees apply to tuition only and does not include transport services, uniforms, books and excursions.

Note: Above fees are subject to change before 2019.

COLLEGE TRANSPORT FEES - 2018

The Australian International Islamic College provides a school transport service for those families who are unable to transport their children to and from the college. Bus services are offered to children living along our bus routes. The 2018 bus fare for international students is \$90 a week per child.

Note: Above fees are subject to change before 2019.

Application for Enrolment - International Students

Enrolment Date: New Enrolment Continuation Enrolment

Student Information (please print)

Surname (as per passport):

Given Name(s) (as per passport):

Preferred Name:

Gender: Male Female

Date of Birth:

Nationality:

Country of Birth:

First Language:

Other Language(s) Spoken:

Language Spoken at Home:

Religion:

Student Permanent, Temporary and Non-Residential Information

Passport Number: Issue Date: Expiry Date:

Visa Type: Visa Subclass: Expiry Date:

Have you and your family applied for permanent residence in Australia? Yes No

Student's Residential Address (Home Country)

House/Building Number and Street:

Town/Suburb/District:

City:

State/Province:

Country: Post Code:

Home Phone (include country and area codes):

Mobile/Cell Phone (include country and area codes):

Office Use Only

Student ID: Family ID:

Date Application Received: Date Entered in Database: Entered by (initials):

Date Application Fee Received: Form of Payment: Cheque Direct Deposit Credit Card

Student's Postal Address (Home Country, if different from above)

Post Office Box/House/Building Number and Street:

Town/Suburb/District:

City:

State/Province:

Country:

Post Code:

Student Local Accommodation Information

While studying at the Australian International Islamic College, who will the student live with? (please tick)

Homestay Relative Other

Name of person student will be living with:

Relationship to Student:

Student Postal Address:

Student Residential Address:

Student Home Phone:

Student Mobile/Cell Phone:

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.

Invoice Information

Name of person/s to whom invoice should be sent:

Address to which invoice should be sent:

Enrolment Information (Please attach a copy of the English language proficiency test results)

Application Date:

Expected Year Level of Entry:

Proposed Commencement Date – Term:

Year:

Level of tested English language proficiency (IELTS, TOEFL, etc):

Parents Details

FATHER'S / MALE GUARDIAN

Full Name:

Address (If same with student 's address write as above)

Suburb: Post Code:

Home Ph: Mobile:

Email:

Relationship to child: (e.g. father, mother, uncle, aunt)

Language spoken at home:

What is the highest year of primary or secondary school parents/guardian have completed?
(For person who have never attended school, mark 'Year 9 or equivalent or below.)

- 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 6.) If you have not been in paid work in the last 12 months please circle number 8 box.

MOTHER'S / FEMALE GUARDIAN

Full Name:

Address (If same with student 's address write as above)

Suburb: Post Code:

Home Ph: Mobile:

Email:

Relationship to child: (e.g. father, mother, uncle, aunt)

Language spoken at home:

What is the highest year of primary or secondary school parents/guardian 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 6.) If you have not been in paid work in the last 12 months please circle number 8 box.

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

CONTACT PERSON 1

Name:

Relationship to student:

Home Ph: Work:

CONTACT PERSON 2

Name:

Relationship to student:

Home Ph: Work:

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

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:

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—labourer, 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.

Parent/Student Contractual Agreement

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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. In the event that a full semester's fee is outstanding, without any formal explanation or agreement, the enrolment may be terminated. Further, I/We shall, in addition to the amount outstanding, also be liable for the administrative costs incurred by us in recovering the outstanding debt, together with all legal costs incurred by us on a full indemnity basis.
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 accept the policies and procedures of the college for fees that are due and payable for each term and that the college reserves the right to withhold student report cards and /or statements of reference if accounts remain overdue at the end of the term/semester.
7. I/We agree to ensure that my child is punctual at school for the morning assembly.
8. 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.
9. 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.
10. 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.
11. I/We agree that the college reserves all rights to use photographs or films of my child for school purposes.
12. 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.
13. I/We agree that any wilful damages caused to the school property by my child will result in full payment of the damages.
14. 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.
15. I/We agree to give Notice in Writing to the Principal prior to the withdrawal of my child and will pay all outstanding monies to the college.

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:

Mother/Guardian:

Father/Guardian Signature:

Mother/Guardian Signature:

Date:

Date:

Name of School Witness:

Witness Signature:

Date:

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 time

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
- Library Agreement Form
- Conduct Agreement Form
- Computer Use Agreement Form
- Bus Agreement Form
- Child's birth certificate copy
- Child's immunisation record
- Copies of Passport & Visa documents
- Child's school reports
- Custody restrictions document (if applicable)
- Photo IDs of all parents & emergency contacts.

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



MAIN CAMPUS

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