

Australian International Islamic College

www.aiic.qld.edu.au



APPLICATION FOR ENROLMENT

Gold Coast Campus
19 Chisholm Road, Carrara Qld 4211
Cricos Provider No: 02724C

Tel: +61 7 5596 6565
Fax: +61 7 5596 1110
Email: gc.admin@aiic.qld.edu.au

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 enrol 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) 5596 6565. 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 2018

1 Minimum Age for Prep	Born 1 July 2012 – 30 June 2013
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	First term fees, enrolment fee \$100 (non-refundable)
7 Other Fees	Levies
Please note: All documents are to be in English	

Enrolment Form - 2018 Local Students

CRICOS Provider No: 02724C

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Website: www.aiic.qld.edu.au Email: gc_admin@aiic.qld.edu.au

Date of Application: Date of Admission

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:

Previous School Attended:

Language spoken at home:

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

Parent Details

Father

First Name: Last Name:

Marital Status: Married Divorced Widowed

Country of birth:

Home Ph: Mobile:

Email:

Work Telephone Number:

Language spoken at home:

Mother

Ms Mrs Miss

First Name: Last Name:

Marital Status: Married Divorced Widowed

Country of birth:

Home Ph: Mobile:

Email:

Work Telephone Number:

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

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- 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

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- 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

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(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:	<input type="text"/>	Name:	<input type="text"/>
Relation to student:	<input type="text"/>	Relation to student:	<input type="text"/>
Home Ph:	<input type="text"/>	Mobile:	<input type="text"/>
Home Ph:	<input type="text"/>	Mobile:	<input type="text"/>

Medical Details

Doctor's Name:	<input type="text"/>		
Doctor's Address:	<input type="text"/>	Suburb:	<input type="text"/>
		Postal Code:	<input type="text"/>
Ph:	<input type="text"/>	Email:	<input type="text"/>
Medicare Number:	<input type="text"/>		
Private Health Fund Name:	<input type="text"/>		

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

Speech Mobility Hearing Vision

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)

<input type="checkbox"/> Asthma	<input type="text"/>	<input type="checkbox"/> Heart Problem	<input type="text"/>
<input type="checkbox"/> Epilepsy	<input type="text"/>	<input type="checkbox"/> Migraines	<input type="text"/>
<input type="checkbox"/> ADD/ADHD	<input type="text"/>	<input type="checkbox"/> Allergies (please specify)	<input type="text"/>
<input type="checkbox"/> Other: (Please provide further details.)	<input type="text"/>		

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

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

Physical:	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="text"/>	Educational:	<input type="checkbox"/> No <input type="checkbox"/> Yes
Medical:	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="text"/>	Behavioural:	<input type="checkbox"/> No <input type="checkbox"/> Yes
Sensory:	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="text"/>		

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 the Australian International Islamic College must be submitted with this application.

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 term'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 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.
6. 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.
7. 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.
8. I/We agree to ensure that my child is punctual at school for the morning assembly.
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:	<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—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.

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
- Passport copy
- 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

724 Blunder Road

Durack QLD 4077

Tel: +61 7 3372 1400

Fax: +61 7 3372 2500

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CITY CAMPUS

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