



Australian International Islamic College

www.aiic.qld.edu.au



ENROLMENT FORM 2019

DURACK CAMPUS

Address: 724 Blunder Road,
Durack Qld 4077
Cricos Provider No: 02724C

Tel: +61 7 3372 1400
Fax: +61 7 3372 2500
Email: admin@aiic.qld.edu.au

Enrolment Form 2019-Local Students

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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 can be made through the school's administration officer who can be contacted on (07) 33721400. 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 2019

1 Minimum Age for Prep	Born 1 July 2013 – 30 June 2014
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

Application for Enrolment 2019 - Local Students

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Date Application: Date of Admission:

New Enrolment Continuation Enrolment Have you been enrolled in this college previously? Yes No

If yes, please indicated the start and finish dates. Start Date: MM/YYYY Finish Date: MM/YYYY

Student Information (please print)

Surname: First Name: Year Level:

Gender: Male Female Date of Birth: DD/MM/YYYY

Address: Suburb: Postal Code:

Home Phone: Mobile Phone:

Nationality: Country of Birth:

Is the student an Australian Citizen: Yes No (If no, evidence of the student's immigration status to be completed.)

Language Spoken at Home: Religion:

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

Evidence of Student's Immigration Status

Permanent resident (Complete passport and visa details below)

Other visa (Complete passport and visa details below)

Passport/Document Number: Passport/Document Expiry Date:

Visa Number: Visa Expiry Date:(If applicable)

Visa Sub Class:

Date Arrived in Australia: DD/MM/YYYY

Please attach all visa documents copies to this enrolment form.

Student's Sibling Information

Sibling Full Name	Year Level	Enrolled at AIIC(Please tick ✓)		
		Currently	Previously	None
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Father

First Name: Last Name:

Marital Status: Married Divorced Widowed

Country of birth:

Home Ph: Mobile:

Email:

Work Telephone Number:

Language spoken at home:

Cultural background:

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:

Cultural background:

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 9 or equivalent or below

Year 10 or equivalent

Year 11 or equivalent

Year 12 or equivalent

What is the level of the highest qualification primary carer's have completed?

Non-school qualification

Certificate 1 to IV including trade certificate

Advanced Diploma/Diploma

Bachelor Degree or above

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

Year 9 or equivalent or below

Year 10 or equivalent

Year 11 or equivalent

Year 12 or equivalent

What is the level of the highest qualification primary carer's have completed?

Non-school qualification

Certificate 1 to IV including trade certificate

Advanced Diploma/Diploma

Bachelor Degree or above

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

Student lives with: Both parents Mother only Father Only 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.

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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: Medicare expiry date:

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 health care plan from the treating doctor / health care professional 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/refuge/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 will ensure that our child will attend school every school day unless there is a reasonable excuse and agree that absences for more than 10 consecutive days without a reasonable excuse or a regular pattern of absence through excuse or a regular pattern of absence throughout the year may result in repeating the year level.
9. 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.
10. 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.
11. 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.
12. I/we agree that college reserves the right to use surveillance cameras around the school for monitoring the safety of my child.
13. I/We agree that the college reserves all rights to use photographs or films of my child for school purposes unless I/we notify the college in writing.
14. 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.
15. I/We agree that any willful damages caused to the school property by my child will result in full payment of the damages.
16. 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.
17. 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.
18. I/We agree that providing any false and misleading information will lead to AIIC making any decision on the outcome of this application.

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 available on its website.

Father/ Guardian:

Mother/Guardian:

Father/Guardian Signature:

Mother/Guardian Signature:

Date:

Date:

Name of School Witness:

Witness Signature:

Date:

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MAIN CAMPUS

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Email: admin@aiic.qld.edu.au

GOLD COAST CAMPUS

19 Chisholm Road
Carrara QLD 4211

Tel: +61 7 5596 6565

Fax: +61 7 5596 1110

Email: gc.admin@aiic.qld.edu.au

CITY CAMPUS

6 Agnes Street
Buranda QLD 4102

Tel: +61 7 3391 7867

Fax: +61 7 3391 7867

Email: cc.admin@aiic.qld.edu.au