



Australian International Islamic College

www.aiic.qld.edu.au



Applicant Student Name

Applying For Year Commencing Campus

Interview Date With Approved for Enrolment

APPLICATION TO ENROL

MAIN CAMPUS
724 Blunder Road
Durack QLD 4077
Tel: +61 7 3372 1400
Email: admin@aiic.qld.edu.au

GOLD COAST CAMPUS
19 Chisholm Road
Carrara QLD 4211
Tel: +61 7 5596 6565
Email: gc.admin@aiic.qld.edu.au

CITY CAMPUS
6 Agnes Street
Buranda QLD 4102
Tel: +61 7 3391 7867
Email: cc.admin@aiic.qld.edu.au

Application to Enroll Form

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.

As in Independent school, families must apply to enroll through the office. Enrolment is not guaranteed, although the school will make every effort to enroll students who genuinely wish to attend.

Submission of an Application to 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.

1. Fill in the **Application to Enroll** *in full* and submit at Administration
2. Submit all relevant documentation (see below)
3. Attend an enrolment interview (if required)
4. Pay acceptance fee and first term's fees in full if a position at the College is offered and accepted

APPLICATION REQUIREMENTS 2021

1. Minimum Age for Prep	Must have turned 5 by 30 June of the first year of Prep	
2. Enrolment Application	Completed in full	
3. Documentation	Birth Certificate/Passport/Australian Citizenship papers/	
	Recent school reports	
	Immunisation history statement	
	Any court documentation (family court or custodial	
4. Fees and Charges	Enrolment fee \$100 (non-refundable) upon acceptance	
5. Upon Acceptance	First term's fees, uniforms, stationary, excursions	
Please note: All documents are to be in English		

Application for Enrolment 2021 – Local Students

Date Application: Date of Admission:

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

If yes, please indicate the start and finish dates. Start Date: Finish Date:

Student Information (please print)

Surname: First Name: Middle Name:

Year Level: Gender: Male Female Date of Birth:

Address: Suburb: Postal Code:

Home Phone: Mobile Phone:

Nationality: Country of Birth:

Previous school Attended:

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) Date Arrived in Australia:

Other visa (Complete passport and visa details below) Passport/Document Number:

Passport/Document Expiry Date: Visa Sub Class

Visa Number: Visa Expiry Date :(If applicable)

Please attach all visa documents copies to this enrolment form.

Student's Sibling Information

Sibling Full Name	Year Level	Enrolled at AIC (Please tick✓)		
		Current	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"/>

Application for Enrolment - Local Students

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:

Nationality:

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.

Student lives with: Both parents Mother only

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:

Nationality:

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.

Student lives with: 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.

Application for Enrolment 2021 - Local Students

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

Intellectual: Yes No ASD (Autism) Yes No Other:

If you have ticked **Yes** to any of the above impairments, has the impairment been: Imputed Assessed Verified

Has your child been supported by any of the following programs:

Behaviour Management: Yes No Anger management: Yes No

Remedial movement: Yes No Counseling: Yes No

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/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

CRICOS Provider No: 02724C

724 Blunder Road, Durack Qld 4077 Ph: 07 3372 1400 Fax: 07 3372 2500

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

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.

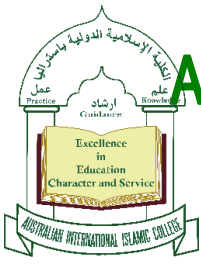
Father/ Guardian: Mother/Guardian:

Father/Guardian Signature: Mother/Guardian Signature:

Date: Date:

Name of School Witness:

Witness Signature: Date:



AUSTRALIAN INTERNATIONAL ISLAMIC COLLEGE

الكلية الإسلامية الدولية باستراليا

ABN: 85 802 283 515

STUDENT CONDUCT AGREEMENT

Dear Students,

As a student of the Australian International Islamic College, there is an expectation that you will conduct yourself in such a way that you are safe, respectful and diligent in your studies. This applies to the way you interact with each other, with staff and with our grounds, facilities and resources.

This agreement forms part of your enrolment conditions. It outlines what is expected of you as a student here at AIIC. It is important that you read and understand these expectations, as any breach can result in suspension or termination of your enrolment, as well as financial liability for any damages done.

General Behaviour

It is an expectation that students behave in accordance with all school rules and policies at all times. Students are a representative of the College whilst they are in school uniforms, which includes during travel to and from school and when out in public. Expectations of behaviour include

- Being respectful of teachers, and following their instructions;
- Arriving to school and to classes on time, prepared and ready to learn;
- Using language that is kind, respectful and courteous;
- Wearing the school uniform with pride, including black leather school shoes
- Having neat, trimmed, naturally coloured hair that is not past the collar or ears, and no more than one pair of earrings for girls Other jewelry and makeup is not permitted
- Maintaining a strict "hands off" policy between all students at all times
- Respecting the Mobile Phone policy, ensuring they are never used at school
- Taking pride in the school grounds by putting rubbish in the bin and never willfully damaging property

Teaching and Learning

It is a standard expectation that students arrive at school on time and ready to learn. Behaviour and conduct of students in teaching and learning spaces must abide by the following

- No student has the right to interfere with the learning of others. This includes talking in class, disrupting lessons or in any other way interfering with others
- Students must abide by all room-specific rules, such as when in the science laboratory, in the library, in the Hall or in the Art rooms. These rules are on display in the rooms and will be explained early on in the term.
- Students are responsible for arriving to class with the necessary equipment, books and homework, ready to learn.
- All students in P-10 are to line up outside their classrooms and demonstrate, through their behavior that they are ready to learn before being invited into the classroom
- Students are to stand quietly behind their chairs, when instructed, before being dismissed from class.
- Students are expected to submit all homework and assignments by the due date, in accordance with the respective policies.

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CRICOS No. 02724C

Fax: (07) 3372 2500

Web: www.aiic.qld.edu.au

Library

Students are encouraged to use the library, both for book borrowing and as a space to study and learn. Students are expected to respect the rules of the library, just as they do any other learning space. Some of these rules include

- Borrowing of books is for 1 week, with the ability to extend
- Primary students should have a library bag to keep their books safe.
- Students are responsible for their books, readers and text books. Any lost or damaged books will be billed to the family
- Secondary students who have a study session are encouraged to use the library for study purposes only.

Information Technology and Student Laptops

The Australian International Islamic College is committed to providing students with a responsive education, which includes the most relevant Information technology.

Every student at AIIC in Year 1 - year 12 is provided with a laptop on the following conditions.

- Laptops remain the property of the College and any damage will be billed to the family
- Students are to use laptops for school work only
- No additional programs or software are to be downloaded
- Any student found to be using their laptops for malicious purposes (harassment or bullying, accessing inappropriate material) will have the privilege removed, and face disciplinary action
- Laptops in the Primary school must remain at school.

Secondary Students

Further to our commitment to providing each and every student with a laptop for use at school, for students in the Secondary College, these laptops can be taken home for the purpose of completing study, homework and assignments.

The laptop will be loaned out to the student at the beginning of the year, much like a text book, and will become the responsibility of the student. In taking receipt of the laptop, students and families are agreeing to the following conditions

- The laptop remains the property of the College whilst on loan to the student
- The responsibility to care for the laptop resides with the student. You should only transport it in the College-provided bag
- Any lost or damaged laptops will be billed to the family account
- Students are to use the laptops for their studies only
- Students are not to download additional programs or software, including social media on their school laptops
- Students are responsible for any and all material brought into the school on their laptop. The laptop may be accessed by staff at any time.
- AIIC is not responsible for lost or corrupted files. Students should back up their work regularly
- Students are not to use their laptops for malicious purposes, such as sending inappropriate messages or emails, or to access inappropriate material
- The College reserves the right to install external monitoring software on school laptops for the purpose of ensuring the safe use of school laptops for study purposes only.
- Any student who uses their laptop in a manner that contravenes school policy and guidelines will lose their laptop indefinitely

Bus Travel

Travel on AIIC buses is a privilege, not a right. Students are expected to behave in a safe and respectful manner at all times. This includes

- Waiting respectfully before being invited to board the bus
- Remaining seated, with seat belts on for the duration of the bus trip
- Not eating or drinking, or consuming sweets whilst on the bus
- Using only appropriate language
- Following the directives of the bus driver at all times.

Students who cannot abide by these simple, respectful expectations will have the privilege of bus travel revoked, temporarily or permanently.

Suspension or Termination of Enrolment

As an independent College, AIIC reserves the right to suspend or terminate a student’s enrolment if their conduct or behaviour is such that they demonstrate a lack of willingness to abide by the Student Conduct agreement. Students who engage in repeated behaviour that breaches the Code, or in a singular incident that is severe, or seriously compromises the safety and wellbeing of others, will have their enrolment suspended (for up to 30 days) or terminated. Whilst it is never the desire of the College to suspend or terminate an enrolment, all decisions of this nature are taken very seriously and are at the sole discretion of the Principal.

Please sign below as an indication that you understand and agree to the Student Conduct Agreement. This agreement remains in place for the duration of a student’s enrolment.

Student’s Name

Student’s Signature

Date

Parent’s Signature

Date

Principal’s Signature





MEDIA CONSENT FORM

MEDIA / PHOTOGRAPHIC / VIDEO / AUDIO COMMUNICATION / CREATIVE WORK RELEASE

I hereby consent to the collection and use of work I create and my personal images by photography, video recording or sound recording for educational, informational and promotional purposes.

I acknowledge these may be used, but are not limited to, Australian International Islamic College publications, newsletters, website, social media, newspaper articles, advertising material, web listings, etc. This Media Consent Form will be kept on file.

I further acknowledge that my image and/or work may be used by the various divisions of Australian International Islamic College and media to promote Australian International Islamic College in the future

CONSENT FORM

I, the *parent/guardian of*(*child*)

Consent to the use of photographs, video or sound recordings in any Australian International Islamic College publication, production or presentation, including electronic/internet marketing material, advertising and other media exposure for the purpose of promoting Australian International Islamic College and the individual services of Australian International Islamic College in a positive manner.

I give this consent voluntarily.

1. Parent/Guardian Signature

2. Student Signature

Date: _____

I **do not** give consent for my child to be photographed, or for them to be photographed for marketing or media purposes.

Details _____

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