



INTERNATIONAL STUDENTS INFORMATION & ENROLMENT FORM

| |
|-------------|
| FULL NAME: |
| YEAR LEVEL: |

FIVE CAMPUSES – ONE VISION

GOLD COAST CAMPUS LOGAN CAMPUS DARWIN CAMPUS DURACK CAMPUS BURANDA CAMPUS

| OFFICE USE ONLY | | |
|---------------------------|--|--|
| Birth Certificate Sighted | Yes <input type="checkbox"/> No <input type="checkbox"/> | Enrolment Date: |
| Campus | | Immunisation Document Provided: Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Medical Conditions | Yes <input type="checkbox"/> No <input type="checkbox"/> | Details: |
| Application Fee Paid | Yes <input type="checkbox"/> No <input type="checkbox"/> | <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Bank Transfer |
| Receipt No: | | Homestay Student Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Database | Yes <input type="checkbox"/> No <input type="checkbox"/> | Family Code: |
| Notes: | | |

APPLICATION PROCESS

STEP 1

Please read the following information

- Australian International Islamic College (AIIC) policies (<http://aiic.qld.edu.au/cricos-student-policies/>)
- ESOS Framework: <https://tinyurl.com/y22xmhjj>

STEP 2

Proceed to completing an enrolment form and supply the following documentation in English.

1. Completed enrolment application form
2. Certified transcripts of academic records from the last two years of schooling.
3. Copy of passport page and birth certificate
4. Copies of English language test/evidence English language proficiency.
5. Homestay form (if applicable)

STEP 3

Post or email your duly completed application form with all supporting documentation together with a **non-refundable application fee of AUD \$250.00** through direct deposit to the below account or by international bank draft mail out to:

ATTN: THE PRINCIPAL
AUSTRALIAN INTERNATIONAL ISLAMIC COLLEGE
724 Blunder Rd,
Durack QLD 4077 Australia
Email: ie@aiic.qld.edu.au

Bank Details

Bank name: Commonwealth Bank of Australia
BSB No. 064 128
Account No. 1014 2335
Swift Code: CTBAAU2S

The application will be assessed and recommended to the principal for the final decision. If successful, the college will email a letter of offer and request you to pay the following refundable fees in **advance**;

- Security deposit AUD \$2000.00
- Tuition and homestay fees for at least one semester (amount required will be stated in the Letter of Offer)

Note: All international students **must** take out Overseas Student Health Insurance Cover.

STEP 4 – CONFIRMATION OF ENROLMENT

Upon receiving the above fees and all required documentation, a Confirmation of Enrolment (COE) letter will be issued. This can be taken to the Australian Embassy to apply for a student visa.

ENTRANCE REQUIRMENTS

ACADEMIC EVIDENCE

Overseas students applying for enrolment at Australia International Islamic College (AIIC) are required to provide the following records:

1. A copy of the latest school report – translated in English.
2. Copies of any certificates of public examinations (where applicable)

ENGLISH COMPETENCY

PRIMARY – YEAR 1 to YEAR 6

Students from these year levels are assessed individually to determine their English level of understanding.

Students should note that if their language proficiency is low, they may be required to undertake an intensive English language course before entering mainstream studies.

SECONDARY JUNIOR – YEAR 7 to YEAR 10

Students whose first language is not English must have a Level 4 IELTS with no less than 4 in speaking and listening.

Students wishing to enter AIIC below year 10 level are assessed individually based on the contents of their report cards and personal references and may be also required to undertake a language proficiency test set out by AIIC

Students should note that if their language proficiency is below that outlined above, they may be required to undertake an intensive English language course at AIIC before entering mainstream studies.

SECONDARY SENIOR – YEAR 11 to YEAR 12

Students whose first language is not English, must have a Level 4 IELTS with no less than 4 in speaking and listening.

Students should note that if their language proficiency is below that outlined above, they may be required to undertake an intensive English language course at AIIC before entering mainstream studies.

For admission to Board Subjects (subjects which lead to calculation of an ATAR university entrance) at year 11 and 12 at AIIC, students, whose first language is not English must achieve a minimum of Level 5 IELTS with no less than 4 in reading and writing. Where specific subjects have entry requirements, these must be met.

MEDICAL INSURANCE

All overseas students are required to have Overseas Students Health Cover (OSHC) for the duration of their studies. For more information, please refer to the following website:
<https://oshcaustralia.com.au/en/govinfo>

INTERNATIONAL FEE STRUCTURE

All figures below are in Australian Dollars | All fees are subject to change

Registration Fees: \$250 Non-Refundable Fee

TUTION FEE SCHEDULE

| YEAR | SEMESTER 1 FEES | SEMESTER 2 FEES |
|---------------|-----------------|-----------------|
| Prep – Year 6 | \$ 6,500 | \$ 6,500 |
| Years 7-10 | \$ 7,000 | \$ 7,000 |
| Years 11-12 | \$ 7,500 | \$ 7,500 |

NON TUTION FEES

BOOKS & STATIONERY (Includes Laptop)

| PRIMARY SCHOOL | | SECONDARY SCHOOL | | SCHOOL UNIFORMS | |
|----------------|-------|------------------|-------|-------------------|---------------------|
| Year Level | Price | Year Level | Price | Primary (One Set) | Secondary (One Set) |
| Prep | \$205 | Year 7 | \$430 | BOYS | |
| Year 1 | \$360 | Year 8 | \$400 | \$103 | \$194 |
| Year 2 | \$365 | Year 9 | \$400 | GIRLS | |
| Year 3 | \$400 | Year 10 | \$400 | \$123 | \$212 |
| Year 4 | \$385 | Year 11 | \$445 | | |
| Year 5 | \$400 | Year 12 | \$420 | | |
| Year 6 | \$355 | | | | |

| | |
|---|--------------------------------|
| SCHOOL BUS TRANSPORT | \$90 weekly (optional) |
| HOMESTAY (Unaccompanied Students Only) | \$400 weekly |
| QCAA MODERATION FEE (Year 11 & 12 only) | \$423.40 |
| OSHC (Overseas Student Health Cover) | \$650 per year (approximately) |
| EXCURSIONS | \$250 per year (approximately) |
| OUTDOOR EDUCATION CAMPS | \$250 per year (approximately) |
| SECURITY DEPOSIT (REFUNDABLE) | \$2000 |

HOMESTAY

Homestay is an integral part of the caring support provided for international students attending Australian International Islamic College.

All homestay families are carefully selected by the Homestay Coordinator to ensure they can provide a quality and caring environment for our international students during their stay in Brisbane.

Homestay fees include full board, breakfast, lunch, and evening meal. All meals are Halal. All international student has access to internet, bathroom, and laundry facilities.

The homestay program immerses students in the Australian culture, providing an opportunity to establish positive and long-lasting happy memories.

We encourage all international students to involve themselves in family life which also assists with their English language development.

Our homestay providers are mainly Muslim families attending Australian International Islamic College. This ensures your child can uphold their Islamic identity within a caring Islamic environment.

LIVING IN AUSTRALIA

Brisbane is a melting pot of cultures and traditions. Brisbane is rapidly becoming international students preferred study destination.

Australia places a significant emphasis on mutual respect and tolerance. It is a place for everyone to achieve their highest potential regardless of their origin, faith, race, or religion.

There are several accommodation options. Students who are accompanied by their parents, can rent units or houses in the suburbs. The rental cost varies depending on the type of accommodation and suburbs. It could be anywhere between \$250 and \$500 per week.

Unaccompanied students can only stay in the college approved homestay accommodation. The cost is \$400 per week.

The cost of living varies depending on the personal lifestyle and location. The Insider Guides provides an excellent calculator to estimate the cost of living. The calculator can be found in the following link:

<https://insiderguides.com.au/cost-of-living-calculator/>

APPLICATION FORM

1. STUDENT PERSONAL INFORMATION

| | | | |
|---|---|---|-------------------|
| First Name: | | Surname: | |
| Date of Birth (dd/mm/yyyy) / / | Gender: (Please tick) Male <input type="checkbox"/> Female <input type="checkbox"/> | Date Commencing: | Semester: |
| Country of Birth: | | Year Level: | |
| Nationality: | | Language Spoken at Home: | |
| Religion: | | Campus Attending: | |
| Passport No. | | Visa No. (if already issued) | |
| Visa Type: (if already issued) | | Expiry Date of Visa: (if already issued) | |
| Current School Attending: | | | |
| Does your child require Homestay accommodation? Yes <input type="checkbox"/> No <input type="checkbox"/> (if no, please provide the Australian address your child will be living in) | | | |
| Student Address in Australia: | | | |
| | | Suburb: | Post Code: |

2. STUDENT COURSE DETAILS

| | |
|--|---------------------------|
| Which course are you enrolling into? <input type="checkbox"/> Prep to Year 6 <input type="checkbox"/> Year 7 - 10 <input type="checkbox"/> Year 11 -12 | |
| Length of stay: | Commencement Date: |
| Are you applying through an agency? Yes <input type="checkbox"/> No <input type="checkbox"/> (if yes, please specify details of the agency) | |
| Name of Agency: | Contact Person: |
| Telephone No. | Fax No. |
| Email: | |

3. STUDENT BEHAVIOUR

Has the student ever been expelled, suspended, or asked not to return to any school or are there any circumstances concerning past behaviour of which the principal should be aware of? If so, please state the reason below.

4. STUDENT MEDICAL INFORMATION

Does the student suffer from any of the following impairments (please tick where applicable)

Hearing Speech Vision Mobility

Does the student suffer from Asthma? Yes No (if yes, please provide asthma action plan)

Does the student have any other medical condition Yes No (if yes, please specify details of the medical condition)

Is your child currently covered by Overseas Student Health Care? Yes No (if yes, please complete the below details)

Health Insurance Company Name:

Policy No.

Expiry Date:

Does your child have any allergies? Yes No (if yes, please specify all allergies below)

5. SIBLING(S) INFORMATION

List the details of older sibling(s) attending the school or who have applied to attend AIIC in the future:

| | |
|------------|----------------|
| Full Name: | Date of Birth: |
| Full Name: | Date of Birth: |
| Full Name: | Date of Birth: |
| Full Name: | Date of Birth: |

6. PARENTS / GUARDIAN INFORMATION

| | |
|--------------------------|--------------|
| Full Name: | |
| Address: | |
| Home Number: | Work Number: |
| Mobile Number: | Fax Number: |
| Email: | |
| Occupation: | Employer: |
| Relationship to student: | |

| | |
|---------------------------------|---------------------|
| Full Name: | |
| Address: | |
| Home Number: | Work Number: |
| Mobile Number: | Fax Number: |
| Email: | |
| Occupation: | Employer: |
| Relationship to student: | |

| |
|--|
| 7. BILLING DETAILS |
| Name of person(s) |
| Address for fees statements to be mailed out to if address is different from above: |

My payment (if applicable) to cover the **non-refundable application fee \$250** is enclosed herewith.

I agree to pay on receipt of letter of acceptance from the principal, a security deposit and at least one semester tuition and homestay fee for receiving the confirmation of enrolment (COE) certificate.

I accept responsibility for all proper fees and charges. It is understood that fees are payable within four (4) weeks of the commencement of each semester. An administrative fee will be charged on overdue accounts.

I am aware of the rule, which requires notice of withdrawal of a student must be given in writing at least four (4) weeks prior to the commencement of each semester. Otherwise, full fees for that semester will be payable.

Father's Signature: _____ **Date:** _____

Mother's Signature: _____ **Date:** _____

Please specify any siblings that have previously attended the Australian International Islamic College:

Full Name: _____ Year Attended: _____

Full Name: _____ Year Attended: _____

Full Name: _____ Year Attended: _____

8. EMERGENCY CONTACT

Please provide name, addresses and the best telephone number of two persons that could be contacted in case of an emergency if parents/guardian are unavailable (e.g., grandparents, or close friends)

| | |
|---------------------------------|-----------------------|
| Full Name: | |
| Address: | |
| Home Number: | Mobile Number: |
| Email: | |
| Relationship to student: | |

| | |
|---------------------------------|-----------------------|
| Full Name: | |
| Address: | |
| Home Number: | Mobile Number: |
| Email: | |
| Relationship to student: | |

9. HOW DID YOU HEAR ABOUT AIIC

| | |
|--|--|
| <input type="checkbox"/> AIIC website | <input type="checkbox"/> Education Agent (please specify) _____ |
| <input type="checkbox"/> Family/Friend | <input type="checkbox"/> Media/Advertisement (please specify) _____ |
| <input type="checkbox"/> Expo (please specify) _____ | <input type="checkbox"/> Social Media (please specify) _____ |
| <input type="checkbox"/> Other (please specify) _____ | |

10. CHECKLIST

- Completed Application Form
- Birth Certificate or Passport
- Report Card from the last school
- Immunisation Record
- Non-refundable Application Fee \$250

REFUND POLICY

1. This policy outlines refunds applicable to course fees paid to the AIIC
2. The enrolment application fee is non-refundable.
3. Payment of Course Fees and Refunds
 - a) Fees are payable according to the Australian International Islamic College's Fees Schedule
 - b) An itemised list of Australian International Islamic College fees is provided in the Australian International Islamic College's written agreement [as per NC Standard 3.1.b]
 - c) All fees must be paid in Australian dollars unless requested otherwise. Refunds will be reimbursed in the same currency as fees were received.
 - d) Refunds will be paid to the person who enters into the written agreement unless the school receives written advice from the person who enters the written agreement to pay the refund to someone else.
4. All notification of withdrawal from a course, or applications for refunds, must be made in writing and submitted to Administration Coordinator.
5. **Student default because of visa refusal**
 - a) If a student produces evidence of visa refusal (or provides permission for the school to verify visa refusal with the Department of Immigration) and fails to start a course on, or withdraws from the course on or before the agreed starting day, the Australian International Islamic College will refund within four weeks of receiving a written claim from the student the total amount of course fees received by the Australian International Islamic College before the student's default day.
 - b) If a student whose visa has been refused withdraws from the course after it has commenced, the school will retain the amount of tuition fees proportionate to the amount of the course the student has undertaken and will refund of any unused tuition fees* received by the school with respect to the student within the period of four weeks after the day of student default.

** Calculation of the refund due in this case is prescribed by a legislative instrument (s. 10 of Education Services for Overseas Students (Calculation of Refund) Specification 2014).*
6. **Student default**

Any amount owing under this section will be paid within 4 weeks of receiving a written claim from the student (or parent(s)/legal guardian if the student is under 18).

 - a) **Non-tuition fees:**

Non-tuition fees will be refunded on a pro rata basis proportional to the amount of time the student was studying in the course, except where a non-refundable payment on behalf of the student has been made.
 - b) **Non-commencement with no notification of withdrawal:**

If the student does not provide written notice of withdrawal, and does not start the course on the agreed starting date, the fees will not be refunded.
 - c) **Non-Commencement with notification of withdrawal:**
 - i. If the Australian International Islamic College receives written notification of withdrawal by the student (or parent(s)/legal guardian if the student is under 18) 4 or more weeks prior to commencement, the Australian International Islamic College will refund the full amount of tuition fees received.

7. Provider default

- a) If for any reason the Australian International Islamic College is unable to offer a course on an agreed starting day for the course, and the student for some reason cannot be placed or refuses placement in an alternative course arranged by the Australian International Islamic College, a full refund of any unused tuition fees* received by the Australian International Islamic College with respect to the student will be made within 14 days of the agreed course starting day.
- b) If for any reason the Australian International Islamic College is unable to continue offering a course after the student commences a course, and the student for some reason cannot be placed or refuses placement in an alternative course arranged by the Australian International Islamic College, a full refund of any unused tuition fees* received by the Australian International Islamic College with respect to the student will be made within 14 days of the Australian International Islamic College's default day.
- c) In the event that the Australian International Islamic College is unable to fulfil its obligations of providing an agreeable alternative course for the student, or a refund, the student will receive assistance from the Australian government's Tuition Protection Service. For information on the TPS, please see: <https://tps.gov.au/StaticContent/Get/StudentInformation>

**Calculation of the refund due in this case is prescribed by a legislative instrument (s.7 of Education Services for Overseas Students (Calculation of Refund) Specification 2014).*
[http://www.comlaw.gov.au/Details/F2014L00907.](http://www.comlaw.gov.au/Details/F2014L00907)

8. This written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies.

Definitions

Non-tuition fees – fees not directly related to provision of the student's course, including excursion fees, homestay, camps, and uniforms

Tuition fees – fees directly related to the provision of the student's course, including school fees, levies, and security deposit.

Course fees – the sum of tuition fees and non-tuition fees received by the school in respect of the student for the student to undertake the course.

Term – In general, 10 weeks of study period is considered as a term.

Semester – A semester consists of two terms.