



# Australian Islamic College Adelaide

22A Cedar Avenue, West Croydon, SA 5008

PO Box 62, Welland SA 5007  
 Tel: (08) 8340 7799 Fax: (08) 8340 9988  
 Email: [info@aic.sa.edu.au](mailto:info@aic.sa.edu.au) Web: [www.aic.sa.edu.au](http://www.aic.sa.edu.au)

## Enrolment Form

### Student Details

First Name	Commencement Date at AICSA		
Middle Name	Year/Grade Entering into		
Surname	Current School		
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Current Year Level		
Email Address			
Date of Birth	<b>Mailing Address</b>		
Country of Birth	City of Birth	Street	
Nationality	Religion	Suburb	Post Code
Does the student speak a language(s) other than English at home? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes <input checked="" type="checkbox"/> Please List Below: 1. _____ 2. _____		State	
		Country	
		Family Phone No	
<b>Indigenous Identifier</b> Aboriginal \ Torres Strait Islander: Yes <input type="checkbox"/> No <input type="checkbox"/> (If Yes, please tick <input checked="" type="checkbox"/> one below) <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Both Aboriginal & Torres			
<b>Residential Status</b>			
Is the Student a <input type="checkbox"/> Australian Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Temporary Resident <input type="checkbox"/> New Zealand Resident			
Passport Number	Visa Number		
Visa Sub Class	Visa Expiry Date		
<b>Intended Mode of Transport</b> <input type="checkbox"/> Walk <input type="checkbox"/> Car <input type="checkbox"/> School Bus <input type="checkbox"/> Public Transport			

### Medical Details

Doctor/Medical Centre Name		Phone Number	
Doctor Address			
Dentist		Phone Number	
Dentist Address			
Student's Medicare Number		Date of Last Tetanus Injection/Booster	
Medicare Expiry Date			
Health Fund (if applicable)		Health Fund Number	Expiry Date : __ / __ / ____
Health Care Card No. (if applicable)		Ambulance Subscription <input type="checkbox"/>	Number:
<b>Allergies / Medical Alert</b>	Please specify <b>any allergies / medical alerts, particularly ANAPHYLAXIS</b> , relating to the student applying for enrolment (example: Allergies to Nuts, Penicillin, Bee Stings, Asthma, Diabetes, Epilepsy management etc).		

### Special Needs

Please indicate whether the student applying for enrolment has any known or suspected **special needs** (please tick  Yes or No for **each** of the following)

Physical Needs Yes <input type="checkbox"/> No <input type="checkbox"/>	Medical Needs Yes <input type="checkbox"/> No <input type="checkbox"/>	Educational Needs Yes <input type="checkbox"/> No <input type="checkbox"/>	Behavioural Needs Yes <input type="checkbox"/> No <input type="checkbox"/>	Sensory Needs (vision and/or hearing impairment) Yes <input type="checkbox"/> No <input type="checkbox"/>	Any other special needs Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have answered yes to any of the above, please provide <b>full details</b> of those needs and any assessment/intervention/ support that he/she may be currently receiving ( <b>Supporting documentation MUST be provided</b> ).					

### Siblings at other Schools

Please list below all the children in your family attending other Schools

	Full Student Name	Gender M/F	School Year	Birth Order	Current School Attending
Child					
Child					
Child					
Child					

### Parent Contact Details

Details	Father	Mother
Title		
First Name		
Middle Name		
Surname		
Country of Birth		
Nationality		
Religion		
Do you speak a language(s) other than English at home?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes <input checked="" type="checkbox"/> Please list below: 1. 2.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes <input checked="" type="checkbox"/> Please list below: 1. 2.
Home Phone Number		
Mobile Phone Number		
Work Phone Number		
Email Address		
Occupation		
Occupational Group (Refer to list of occupations codes on the insert)	Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/> Group 8 <input type="checkbox"/>	Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/> Group 8 <input type="checkbox"/>
Highest Year of School Education:	Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below <input type="checkbox"/>	Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below <input type="checkbox"/>
Level of Highest Qualification	Bachelor degree or above <input type="checkbox"/> Diploma/Advanced Diploma <input type="checkbox"/> Certificate I to IV (incl trade cert) <input type="checkbox"/> No non-school qualification <input type="checkbox"/>	Bachelor degree or above <input type="checkbox"/> Diploma/Advanced Diploma <input type="checkbox"/> Certificate I to IV (incl trade cert) <input type="checkbox"/> No non-school qualification <input type="checkbox"/>
Medicare Number		

### Billing Information

Name	Surname
Street Number and Name	
Suburb	Postcode

Emergency Contact One	Emergency Contact Two
Name	Name
Relationship to child	Relationship to child
Address	Address
Suburb/Post code	Suburb/Post code
Mobile	Mobile

## Agreement

**Please tick the following boxes and sign below**

1. I/we agree to the conditions outlined in the following (please tick):

- Use of Student Images for internal school publication, newsletter, school website
- Permission for student to participate in local walks

2. I/we have included copies of the following documents with this application for enrolment (please tick appropriate boxes):

- Birth Certificate
- Citizenship or Visa documentation
- Most recent previous school reports
- Relevant Family Court Orders (where applicable)
- Relevant medical and/or special needs information including clinical/educational assessments (where applicable)
- Immunization Certificate (primary school applications only)
- Enrolment fee of \$50.00 with this application for enrolment and understand that this money is non-refundable

### CONDITIONS OF ENROLMENT:

- Parents and students concur to the rules and regulations of the College while submitting this form.
- Tuition and Bus fees to be paid at the start of each term.
- A continual absence of a student will need to be explained in writing and in case of consistent absence during the whole term, it will be obligatory for the parent/guardian to pay the full term fee.
- Every student will need to secure at least 90% attendance to be considered as a full-time student.
- Parents are also responsible for bearing the repair costs of damages made to the college property by their children.
- If a parent/guardian decides to withdraw a student from the College, they are required to give a term notice to the college along with the student withdrawal form. If not, parents will be liable to pay for the full term fee.
- It's imperative for the parents/guardians to give an immediate notice to the college in case of change of address and or contact details.
- Promotion of a student to the next year-level will be made only after thorough monitoring and evaluation of his/her progress and behaviour.
- In case of unsatisfactory progress or conduct of a student or his/her parents or guardians inability to comply with the college rules and principles, the Principal is authorized to withdraw the student from the college.
- Bus Bookings or Bus Cancellations should be made 'two weeks' in advance by filling out a "Bus Form" and its submission to the main office. In case of non-submission of a cancellation request, the parents will be required to pay the full term payment for the bus service until the submission of bus cancellation request form.
- Parents will ensure that their child/ren will adhere to college uniform.
- In the event of an emergency, parents authorize the college to contact an ambulance and agree to meet all the expenses incurred.
- Parents agree to ensure that their child/ren abide to the School Internet Use Policy
- Islamic College of South Australia is a nut free school and parents need to ensure that they follow the nut policy.
- The college collects personal information about students and their parents/guardians during the course of enrolment to satisfy legal obligations. The information collected will be used and stored consistent with legislative requirements and if required may be disclosed to other colleges, government departments and to medical practitioner.

### DECLARATION BY PARENT/CAREGIVER

I/We consent to the college gaining access to relevant information about the student are to be enrolled held by previous educational institutions, health care professionals or other agencies.

I/We have read the Conditions of Enrolment and agree to be bound by them. I/We agree to be bound by any policies of the college which may from time to time be in force. I declare that the information provided in this application of enrolment is to the best of my/our knowledge and belief, accurate and complete. I/We understand that if any misleading information has been provided, or any omission of significant, relevant information made in this application for enrolment, acceptance will not be granted, or if discovered after acceptance the enrolment may be withdrawn.

NAME \_\_\_\_\_

NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

### OFFICE USE ONLY

#### Checklist

Year Level: \_\_\_\_\_

Interview with director: \_\_\_\_\_

All documentation included?

Date of commencement: \_\_\_\_\_

Application Fee Paid

Student Transfer Signed by Parent

Authorisations by parent

Letter of confirmation

SAS

Bus Arrangements

Class Teacher

Scanned/Attached

Library

Accounts/IT

Enrolment Processed By: Name \_\_\_\_\_ Sign \_\_\_\_\_

## OCCUPATIONAL GROUPS

### **Parental Occupation Definition:**

**Parental Occupation** is defined as the **main** work undertaken by the parent/guardian. If a parent/guardian has more than one job, report their main job.

### **Group 1: Senior management in large business organization, government administration and defence, and qualified professionals**

**Senior executive/manager/department head** in 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.

**Health, Education, Law, Social Welfare, Engineering, Science, Computing** professional

**Business** [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]

**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** of farm, 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.

**Health, Education, Law, Social Welfare, Engineering, Science, Computing** technician/associate professional

**Business/administration** [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]

**Defence Forces** senior Non-Commissioned Officer

### **Group 3: Tradesmen/women, clerks and skilled office, sales and service staff**

**Tradesmen/women** generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.

**Clerks** [bookkeeper, 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/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]

**Skilled office, sales and service staff.**

**Office** [secretary, personal assistant, desktop publishing operator, switchboard operator]

**Sales** [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]

**Service** [aged/disabled/refuge/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

### **Group 4: Machine operators, hospitality staff, assistants, labourers and related workers**

**Drivers, mobile plant, production/processing machinery and other machinery operators.**

**Hospitality staff** [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper]

**Office assistants, sales assistants and other assistants.**

**Office** [typist, word processing/data entry/business machine operator, receptionist, office assistant]

**Sales** [sales assistant, 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, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]

**Labourers and related workers**

**Defence Forces** ranks below senior NCO not included above

**Agriculture, horticulture, forestry, fishing, mining worker** [farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]

**Other worker** [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]

### **Group 8: Currently Not in paid work**

If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.

If the person has not been in paid work in the last 12 months, tick Group '8' in the appropriate box