



# 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)

## Application for Enrolment

### Documents to be returned

When returning this form please do not forget to enclose:

- Birth Certificate (of child if available)
- Passport/or Citizenship Certificate (of child)
- In case child doesn't obtain one**  
**Then of Parent/Guardian**  
*(For proof of Residency status of child accompanied, by child's Birth Certificate)*
- Valid Visa (of child if not Australian or NZ citizens)
- Date of Arrival to Australia (of child)
- Immunization records (of child)
- School reports (of child if available)
- Evidence of tax deduction for temporary work visa holders (of parent)



## ***THE ETHOS OF AUSTRALIAN ISLAMIC COLLEGE***

**By fostering an environment conducive to academic achievement on a God-conscious basis, we aim for our students to;**

1. Be God loving and fearing.
2. To achieve the highest academic standard integrated with strong morals and values.
3. Develop and maintain respect, obedience and love towards his/her parents, teachers and elders.
4. Condemn hypocrisy, revenge, envy and hatred of others.
5. Attain work satisfaction through good morals and avoiding materialistic pitfalls.
6. Remain modest, truthful, forgiving and firm in good conduct.
7. Be the master and not the slave of one's desires.
8. Be content in times of misfortune and not be arrogant and selfish during wealth.

# Enrolment Form and Student Details

Year/Date of Application: \_\_\_\_\_

Student Family Name / Surname: \_\_\_\_\_

Student First Name: \_\_\_\_\_

Grade (Year Level): \_\_\_\_\_ Entry/Start Date: \_\_\_\_\_

Kindergarten     Primary     High School    Gender:  Male     Female

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Country of Birth: \_\_\_\_\_

Nationality (Native of Parent): \_\_\_\_\_ Main Language spoken at home: \_\_\_\_\_

## AUSTRALIAN RESIDENCY STATUS:

Australian Citizen     Permanent Resident     Temporary Resident     New Zealand Citizen

Visa Sub Class (if Permanent or Temporary Resident): \_\_\_\_\_

Claimable Visa as Per Capita Funding:  Yes     No

Arrival Date: \_\_\_\_\_ Visa Expiry Date: \_\_\_\_\_

Is the applicant of Aboriginal  Yes     No    or Torres Strait Islander descent:    Yes  No

Is transport by School Bus needed     Yes     No

## EMERGENCY DETAILS OTHER THAN PARENT/GUARDIAN (i.e. Relative, Family Friend, Parent Work place)

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No: (Home) \_\_\_\_\_ (Mobile) \_\_\_\_\_ (Work) \_\_\_\_\_

**MEDICAL INFORMATION**

Student Name: \_\_\_\_\_

Name of Family Doctor: \_\_\_\_\_

Dr Phone No: \_\_\_\_\_ Medicare No: \_\_\_\_\_ Valid To: \_\_\_\_\_

Private Health Company: \_\_\_\_\_ Membership No: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Ambulance Cover:  Yes  No

**NB: The school will call an ambulance for serious medical circumstances. Please note that payment of the ambulance account is the responsibility of the parents. The school strongly recommends that parents obtain ambulance cover.**

**IMMUNISATION STATUS**

Does the child have a medical exemption:  No  Yes - If yes please provide evidence to support.

Is your child’s Immunisation up to date:  Yes  No Date of last tetanus injection: \_\_\_\_\_

If yes, please provide evidence to support in the way of an Immunisation History Statement or records from child health books. If No please provide evidence to support conscientious objections.

**HEALTH CONDITIONS**

Is your child subject to illnesses or any other condition that may affect his or her safety during school? (i.e seizures, fainting, asthma, diabetes)  Yes  No

If yes, please give details and provide documents: \_\_\_\_\_

Is your child subject to any disabilities that may affect his or her *learning* during school? (i.e. neurological, physical, psychological/cognitive, learning disabilities, ADHD, intellectual, presence of body of disease-causing organisms, sensory-vision/hearing)

If Yes, please give details and provide documents: \_\_\_\_\_

Is your child **allergic** to: (please list)

Medications	
Food Products	
Insect Stings	
Other	

**MEDICATION**

Parent/guardians are requested to make arrangements with the teacher-in charge for the safekeeping and handling of prescribed medications during school.

Is your child presently taking tablets and /or other forms of prescribed medication?  Yes  No

Does your child self-administer the medication?  Yes  No

If yes, state name of medication and frequency of use: \_\_\_\_\_

**ALL OTHER INFORMATION**

Please provide any other information about your child’s welfare which will enable the school to provide better care for your child: i.e. excursions/incursions

---

---

---

---

---

---

---

**PERMISSION TO USE PHOTOGRAPHS/VIDEO**

Do you consent to the College using your child’s photographs and video images in the College’s promotional material such as newsletters, magazines, handbooks & advertisements and for student identity card?

**Photo consent**      **Yes**      **No**  
     

**HOLIDAY/TRAVEL DURING THE SCHOOL YEAR**

The College management and administration does not encourage any holidays to be taken during the school term, due to the Census periods in first and second weeks of February and August.  
In the event of an emergency, written notice and a copy of the flight ticket will need to be submitted to the administration staff prior to the travel being taken.

In the event of holiday travel more than 3 weeks (during school time), communication must be organized between the Parent/Student and school Administration/Teacher in order to continue with the study program for that period. This is a requirement from the Department of Education Services.

**EDUCATIONAL BACKGROUND**

Previous School Name: \_\_\_\_\_

Curriculum Council No. (High School Only): \_\_\_\_\_

Full Time Equivalent Student? (High School Only)     Yes     No

Repeating Year Level? (If applicable please fill in Year Level)     Yes     No

**FAMILY DETAILS**

**Father/Guardian Details**

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Internet Access at Home:  Yes  No

Work Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

**AUSTRALIAN RESIDENCY STATUS**

Australian Citizen  Permanent Resident  Temporary Resident  New Zealand Citizen

Visa Sub Class (if Permanent or Temporary Resident): \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Visa Expiry Date: \_\_\_\_\_

Country of Birth: \_\_\_\_\_ Nationality (Ethnic): \_\_\_\_\_

**Mother/ Guardian Details**

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Internet Access at Home:  Yes  No

Work Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

**AUSTRALIAN RESIDENCY STATUS**

Australian Citizen  Permanent Resident  Temporary Resident  New Zealand Citizen

Visa Sub Class (if Permanent or Temporary Resident): \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Visa Expiry Date: \_\_\_\_\_

Country of Birth: \_\_\_\_\_ Nationality (Ethnic): \_\_\_\_\_

**CUSTODY GUARDIANSHIP**

Please list below any family circumstances of which the College needs to be aware in order to ensure the Applicant's welfare needs are met (e.g. parent/s deceased, divorced etc.). Please provide copies of documents, including court orders, if relevant. Please note all such information will be kept confidential.

Parent/Guardian with whom the Applicant lives:  Both Parents  Mother  Father  Other

Name of Person/s with legal guardianship of the Applicant: \_\_\_\_\_

Is a Parenting or Restraint Order Applicable:  Yes (please attach a copy)  No

Any other conditions enforced by the law: \_\_\_\_\_

**PARENT/GUARDIAN BACKGROUND INFORMATION (Refer to MCEETYA Table)**

<b>Mother /Guardian</b>	<b>Mother to fill below</b>	<b>Office Use Only</b>	<b>Father /Guardian</b>	<b>Father to fill below</b>	<b>Office Use Only</b>
A- Highest Level of Primary <u>or</u> Secondary Education (e.g. Year 1 to Year 12)			A- Highest Level of Primary <u>or</u> Secondary Education (e.g. Year 1 to Year 12)		
B- Tertiary Education <u>and</u> Qualification (e.g. University, Bachelor of Education or TAFE, Cert IV in Accounts)			B- Tertiary Education <u>and</u> Qualification (e.g. University, Bachelor of Education or TAFE, Cert IV in Accounts)		
C- Current Occupation in Australia (Job Position)			C- Current Occupation in Australia (Job Position)		
Language (Main Language other than English)			Language (Main Language other than English)		
Health Care/Pensioner Concession Card (Yes / No)			Health Care/Pensioner Concession Card (Yes / No)		

**MCEETYA CODES & DESCRIPTIONS**

<b><u>A. School Education</u></b>	
<b>Number Code</b>	<b>Description</b>
0	Not Stated/Unknown
1	Year 9 equivalent or below
2	Year 10 equivalent or below
3	Year 11 equivalent or below
4	Year 12 equivalent or below

<b><u>B. Non-School Education</u></b>	
<b>Number Code</b>	<b>Description</b>
0	Not Stated/Unknown
5	Certificate I to IV (including trade certificate)
6	Advanced Diploma/Diploma
7	Bachelor Degree or above
8	No non-school qualification

<b><u>C. Occupation Group</u></b>	
<b>Number Code</b>	<b>Description</b>
1	Senior management and qualified professionals
2	Other Business managers, arts, media/sports, associated professionals
3	Tradesman/women, clerks, skilled office, sales, service
4	Machine Operators, hospitality, assistants, labourer, etc.
8	Not in paid work in last 12 months
9	Not stated or unknown

## COLLEGE RESPONSIBILITIES

- The College is responsible for the supervision of the students during normal school hours between 8:15 am – 3.45 pm. Please ensure that your child is adequately supervised if he/she is attending the college outside those hours.
- The College may take the student to a professional medical entity and/or administer medications and treatment if deemed necessary for the wellbeing of the student. The cost for ambulance transport will be parent’s responsibility.

## ENROLMENT AGREEMENT

To the best of my/our knowledge, the information contained within this application is complete and correct. I/We acknowledge and agree that if I/We have knowingly withheld information relevant to the enrolment process, or have knowingly incorrectly completed this application form, or have fallen behind with my/our School Fee payments, the School may refuse or terminate the enrolment of my/our child (ren) and the school reserves the right to recover the unpaid fees through debt collectors.

**It is essential that Parents/Guardians read and sign the following agreement prior to submitting this enrolment form.**

As Parent/Guardian of a student attending Australian Islamic College, I/We jointly and severally:

- Acknowledge that maintaining the payment of all School Fees in advance is a condition of enrolment;
- Agree to abide by the College’s policies and other regulations which may be made from time to time;
- Will ensure that my child wears the School uniform as prescribed;
- Support the aims and objectives of the College at all times;
- Consult with the Principal or Teaching Staff on problems, issues and activities where appropriate;
- Agree to pay in advance all tuition and other fees and charges as per the Tuition Fee Schedule;
- Exonerate the School, its staff and agents from any legal responsibility for loss of personal effects, including money belonging to the student;
- Understand that security cameras are installed around the school and on the school buses for security and monitoring purposes;
- Understand it is the duty of the parents to advise the College of any change of particulars shown on the original Application for Enrolment Form;
- Agree that written notice of withdrawal of the student will be given with 21 school term days’ notice, before the start of each term. If the notice is given during a term, this term will still be charged, but payment for remaining term/s will be refunded;
- If the student’s enrolment is terminated (expulsion), all fees owing must be paid up until the terminated date;
- Understand that if fees are not paid, the debt may be transferred to a third party agency for collection. I/We further understand that I/We will be responsible for all fees incurred in the collection of fees payable to the collection agency.

I/We acknowledge that failure to fulfill these undertakings constitutes a breach of this Enrolment Agreement. Should this happen, I/We understand that the Principal may terminate the enrolment of my/our child (ren). Furthermore, by signing this form, I/We acknowledge that I/We have read and understood fully the contents of this document.

---

Name (Mother/Father /Guardian)

---

Signature (Mother/Father /Guardian)

---

Date



## FEE STRUCTURE

### Application Fee

There is an application fee of **\$50.00** per child that must be paid upon acceptance of application. This application fee is **non-refundable** should you decide not to proceed with the enrolment.

### Annual Tuition Fee Deposit

There is an **advanced one term deposit** on tuition fees per child, upon application. It is **\$175** for Kindergarten, **\$325** for Primary and **\$362.50** for High School (applicable to Australian/New Zealand Citizens, Permanent Residents and Temporary Claimable Visas only). This deposit must be paid upon confirmation of enrolment to ensure your child is guaranteed entry into the College. The deposit will be deducted from the tuition fee and is also **non-refundable** should you decide not to proceed with the enrolment.

Families with 1 Child at AIC	Tuition	Levy
Kindergarten	\$700	\$200
Primary ( <i>Pre-Primary to Year 6</i> )	\$1300	\$200
High School ( <i>Year 7 to Year 12</i> )	\$1450	\$300

#### IMPORTANT:

- School Fees apply per child, 5<sup>th</sup> child onwards are free.
- SCC = School Card Concession Rate- School card must be valid for 2019.
- A 10% Early Bird Discount is available if fees paid in full by mid-December.

Fees for visitor visa short term placements		
School level	0 - 5 weeks	6 - 10 weeks
Kindergarten (not compulsory)	\$938	\$1,876
Primary (Pre-primary to Year 6)	\$1,751	\$3,502
Lower Secondary (Yr 7 - 10)	\$2,077	\$4,154
Upper secondary (Yr 11 - 12)	\$2,280	\$4,561

**RESOURCE LEVY** Primary = \$200.00 High School = \$300.00. This must be paid before the commencement of the school year. **High School and Primary School resources levy are not included in above school fees.**

**BUS FEES** The structure of the bus fee **per term** is as below: 1 Child = \$220.00 per term, 2 Children = \$440.00 per term, 3 Children = \$660.00 per term, 4 Children = \$880.00 per term 5 Children = \$1100.00 per term.

**UNIFORM** All students have a standard uniform that they must wear at all times. The purchasing of school uniform is the responsibility of the parents. **Please enquire with the College for further information.**

- **PAYMENT METHOD** Fees can be paid via cash, card, phone or bank transfer. For bank transfer please put the **Family ID which is mentioned in the invoice** in the reference and state whether it is for school fee or bus fee.

Adelaide campus	Account No: 966246	BSB: 036-069
-----------------	--------------------	--------------

**FEE DECLARATION STATEMENT**

**School / Bus / Levies**

Start Date: \_\_\_\_\_ (Week \_\_\_\_ of Term \_\_\_\_)

FID: \_\_\_\_\_ Name of Family: \_\_\_\_\_

SID	NAME	YEAR	SCHOOL FEE	BUS FEE	LEVY	Notes
<b>Total:</b>						

***If the Family Hold Concession card: Yes/No***

**Method of payment:**

- Full Payment as Enrolled/Early Bird Discount
- Centrelink - please attach completed Centrepay form
- Payway - please attach completed Payway direct debit request form
- Cash/Direct Bank Transfer - please indicate whether making bank transfers/cash weekly, fortnightly, or monthly

**Notes:**

---



---



---

**Parent**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Enrolment Officer**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

OFFICE USE ONLY:
Completed form to be forwarded to accounts for action
Forwarded by: _____
Forwarded to: _____
Date: _____

**ENROLMENT CHECKLIST and NOTES (Office Use Only)**

<b>CHECK BOX</b>	<b>TASK</b>	<b>COMPLETED BY</b>
	Enrolment form fully completed and signed by parent/guardian. Application Fee of \$50.00 and Term 1 Deposit on Tuition Fees received and receipt given.	
	Birth Certificates, Visas/Passport, Immunisation and Academic Reports photocopied.	
	Transport Request, Bus Rules. a. Bus Request Form b. Bus Rules Form c. Bus Contract	
	____/____/____ Date Student would like to start school provided on Enrolment form.	
	Fees Declaration fully completed and signed by parent/guardian.	
	Parent/guardian receive enrolment package;  Uniform List All School Policies and Bullying Policy (refer to website)	
	Testing performed (If required).	
	Interview with Principal or Deputy principal (If required).	
	Tour of School (If required).	
	Ensure that if the student is in high school, they have paid for their locker (If required).	
	Acceptance letter for the student (Allow two days processing from the date of students application) (If <u>required</u> for overseas and depending of overseas students).	
	Student's files requested from old school and transfer note sent.	
	Arrangements have been made to receive and welcome student on their first day, by informing the relevant departments and coordinators.	

**STUDENT FILE CHECKLIST FOR REQUIRED DOCUMENTS – (office use only)**

**All Students**

Photo taken

**Student Name:** \_\_\_\_\_ **Year:** \_\_\_\_\_

**If you are an Australian Permanent Resident or Citizen (including NZ):**

- Enrolment Form
- Copy of birth certificate
- Residency status documentation (copy of passport/visa/citizenship certificate)
- Date of arrival to Australia (of child)
- Immunisation records
- Copy of most recent school records (If available)
- Any documentation relating to court orders for access if applicable

**If you are on a Temporary Resident Visa (i.e. 457, bridging or other)/ (Claimable visas for census purposes)**

- Enrolment Form
- Copy of birth certificate (if available)
- Residency status documentation (copy of passport/visa)
- Date of arrival to Australia (of child)
- Immunisation records
- Copy of most recent school records (if available)
- Evidence of tax deduction (e.g. tax assessment notice, copies of payslips or letter from your employer  
Confirming that tax is being deducted from your salary)
- Any documentation relating to court orders for access if applicable

**If you are a dependent of an overseas student (i.e. 571 or other):**

**(Not claimable for census Purposes)**

- Enrolment Form
- Copy of birth certificate
- Residency status documentation (copy of passport/visa)
- Date of arrival to Australia (of child)
- Immunisation records
- Copy of most recent school records (if available)
- Financial support letter
- Family ID card (applicable to Saudi families)
- Any documentation relating to court orders for access if applicable

*All documents checked and filed Entered into TASS by:*

---

Name (Office Staff Member)

---

Signature (Office Staff Member)

---

Date

