



# Australian Islamic College PERTH

## 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)
- Immunisation records (of child)
- School reports (of child if available)
- Evidence of tax deduction for temporary work visa holders (of parent)

**Kewdale Campus:** 139 President Street, Kewdale WA 6105 Tel: (618) 9362 2100

**Thornlie Campus:** 17 Tonbridge Way, Thornlie WA 6108 Tel: (618) 9493 2718

**Dianella Campus:** 81 Cleveland Street, Dianella WA 6059 Tel: (618) 9375 9770

**Email:** [info@aic.wa.edu.au](mailto:info@aic.wa.edu.au) **Web:** [www.aic.wa.edu.au](http://www.aic.wa.edu.au)

## Enrolment Form and Student Details

Admission:  Kewdale  Thornlie  Dianella

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 (*ie 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:  Yes  No-If Yes please provide evidence to support

Is your Childs 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

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**PARENT 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 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): \_\_\_\_\_

**MOTHERS 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					
Mother /Guardian	Mother to fill below	Office Use Only	Father /Guardian	Father to fill below	Office Use Only
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

<u>A. School Education</u>	
Number Code	Description
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

<u>B. Non-School Education</u>	
Number Code	Description
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

<u>C. Occupation Group</u>	
Number Code	Description
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 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.

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Name (Mother/Father /Guardian)

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Signature (Mother/Father /Guardian)

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Date

## FEE STRUCTURE

### Application Fee

There is an application fee of **\$50.00** per child that must be paid upon 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 **\$425.00** for Kindergarten, **\$391.25** for Primary and **\$432.50** 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.

<b>Families with 1 Child at AIC</b>	
Kindergarten	<b>\$1,800.00*</b>
Primary ( <i>Pre-Primary to Year 6</i> )	\$1,590.00
High School ( <i>Year 7 to Year 12</i> )	\$1,750.00
<b>Families with 2 Children at AIC</b>	
Primary	\$1,590.00 (Each)
High School	\$1,750.00 (Each)
<b>Families with 3 Children at AIC</b>	
Primary	\$1,500.00 (Each)
High School	\$1,600.00 (Each)
<b>Families with 4 Children at AIC</b>	
Primary	\$1,400.00 (Each)
High School	\$1,500.00 (Each)
<b>Families with 5 Children or more at AIC</b>	
Primary	\$1,200.00 (Each)
High School	\$1,400.00 (Each)

**Parent & Friends Association (P&F) Levy** the **\$20.00** P&F Levy is a one-off payment for families that must be paid every year. This contribution to the P&F assists the association in its activities and projects in improving the facilities and services at the school. These payments will assist in funding projects or purchasing equipment which will benefit the students and enhance their learning experiences at the Colleges.



### Art & Craft Levy (Kindergarten and Pre-Primary Only)

There is an Art Levy of **\$150.00** per child for Kindy & Pre Primary to be paid before your child begins school. This is to enable the Kindergarten and Pre-Primary to run effectively and will provide your child with materials in their learning experiences throughout the year.

### SECONDARY ASSISTANCE SCHEME (High School Only)

The Western Australian Department of Education provides an allowance to assist eligible families with secondary schooling costs. The allowance consists of two components:

- \$115 Clothing Allowance paid directly to parent/guardian
- \$235 Educational Program Allowance paid directly to the school

To be eligible for the allowance, the parent/guardian must hold a Centrelink or Veterans' Affairs card. Applications can only be made if the child is enrolled in Years **7-12** at a secondary school. Applications close during Term 1 of each year.

### BUILDINGS & CAPITAL DEVELOPMENT LEVY

**\*THIS LEVY IS TAX DEDUCTIBLE\***

All parents are encouraged to pay the buildings and capital development levy, payable through account "Australian Islamic College, Perth Inc. Building Fund" and it represents a contribution towards the upkeep of College buildings and ground improvements as well as capital development.

The amount payable voluntarily **per annum per child** is outlined in the table below:

Building & Capital Expenditure Levy	Total Number of Children Enrolled AIC			
	1	2	3	4
No of Children				
Kewdale Per Child	\$500	\$450	\$425	\$400
Thornlie/Daniella Per Child	\$300	\$270	\$255	\$240

**BUS FEES** The structure of the bus fee **per term** is as below: 1 Child = \$300.00 per term, 2 Children = \$600.00 per term, 3 Children = \$900.00 per term, 4 Children = \$1,080.00 per term 5 Children = \$1,350.00 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.**

**TEXT BOOKS** A stationery and book list will be provided upon acceptance of the Application for Enrolment. Parents are advised to purchase the necessary books and stationery from the recommended bookstores. The cost will vary according to the Year of Admission and Subjects taken. AIC sells only Islamic Studies & Arabic books.

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

Kewdale Campus	Account No: 224584	BSB: 036-069
Thornlie Campus	Account No: 110309	BSB: 036-069
Dianella Campus	Account No: 126415	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 \$	LEVY #
<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 Transfer - please indicate whether making bank transfers/cash weekly, fortnightly, or monthly

**Notes:**

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**Parent**

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

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

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

**Enrolment Officer**

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

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

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

Levy #	Levy Description	Charges Year
1	Art & Craft Levy (KG/PP)	\$150
2	Art Levy	\$50
3	VET Football & Futsal Levy	\$250
4	VET Football & Referee Levy	\$300
5	VET Business Cert Levy	\$120
6	VET Sports & Rec Levy	\$120
7	VET IT Levy	\$120
8	VET Woodwork Levy	\$50
9	VET Visual Art Levy	\$100

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 and Duty of Care form (for Kindy /Pre-Primary only) are completed, signed and Bus Number provided. a. Bus Request Form b. Bus Rules Form c. Duty of Care Form	
	____/____/____ 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; Stationery / Booklist Uniform List Bullying Policy (refer to website) AIC Schoolzine	
	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

### **All Students (office use only)**

Photo taken

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

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

- Enrolment Form
- Copy of birth certificate
- Proof of 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 MAZE by:*

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Name (Office Staff Member)

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Signature (Office Staff Member)

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Date

# NOTES

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