

FULL FEE OVERSEAS STUDENT ENROLMENT FORM

Courses available from Pre-Primary to Year 12



**AUSTRALIAN
ISLAMIC COLLEGE**

Application for Enrolment (Full Fee Overseas Student)

Documents to submit with this form

Please remember to **attach** all requested documents including copies of:

- Student's passport
- Most recent school reports
- Most recent Academic Transcripts
- Immunisation records translated into English

You must complete a separate enrolment form for each child

Australian Islamic College (Perth) Inc

Registered Head Office: PO Box 252, Cloverdale, Perth, WA 6985, AUSTRALIA

Ph: (618) 9362 5340

Email: info@aic.wa.edu.au

CRICOS PROVIDER CODE: 00992K

Thornlie College: 17 Tonbridge Way, Thornlie, WA 6108 **Ph** (618) 9493 2718

Dianella College: 81 Cleveland Street, Dianella, WA 6059 **Ph** (618) 9375 9770

Kewdale College: 139 President St, Kewdale, WA 6105 **Ph** (618) 9362 2100

Forrestdale College 651 Nicholson Road, Forrestdale, WA 6112 **Ph** (618) 9493 5819

Henley Brook College 10 Asturian Drive, Henley Brook, WA 6055 **Ph** (618) 9375 9892

E-mail: info@aic.wa.edu.au **Website:** www.aic.wa.edu.au

FULL FEE OVERSEAS STUDENT ENROLMENT FORM

Australian Islamic College is registered to provide the below courses to full fee overseas students:

Course Name:	Year Levels and CRICOS Code	Campuses Available
Primary Education	Pre-Primary to Year 6 CRICOS Course Code 018816A)	AIC Thornlie AIC Dianella AIC Kewdale AIC Forrestdale AIC Henley Brook
Secondary Education	Years 7 to 10 CRICOS Course Code 0100247	AIC Kewdale AIC Forrestdale AIC Henley Brook
Senior Secondary Certificate of Education	Years 11 to 12 CRICOS Course Code 0100248	AIC Kewdale AIC Forrestdale AIC Henley Brook

Please complete the below table so we know the course you would like to be enrolled in, the year level / grade you would like to start studying from, the year you would like to start studying in Australia, and the campus you would like to attend for the first course

Course Name/s <i>Please tick the course or courses you wish to study at AIC:</i>	☐ Primary Education (Pre-Primary to Year 6) ☐ Secondary Education (Years 7 to 10) ☐ Senior Secondary Certificate of Education (Years 11 to 12)
Grade / Year level to start studying from	
Intended start date of first course *: <i>(ie, Semester & Year)</i>	☐ Semester One of 20____ ☐ Semester Two of 20____
AIC School:	

* The school year is divided into two semesters, and each semester is divided into two terms. The College's Term Dates are available on the College website.

Important note:

To comply with Migration Regulations the following age requirements apply to **full fee overseas students**:

- At least 6 years old at time of application
- Less than 17 when commencing Year 9
- Less than 18 when commencing Year 10
- Less than 19 when commencing Year 11
- Less than 20 when commencing Year 12

FULL FEE OVERSEAS STUDENT ENROLMENT FORM

STUDENT DETAILS - CURRENT

Surname/Last Name: _____ First Name/s: _____

Current Street Address where student is living:

(Street Name & Number) (Suburb, City, Province, State) (Post Code)

Contact Phone Numbers and Email:

(Home phone) (Cell phone) (Email)

Personal details:

(Date of Birth) (Age) ☐ Male ☐ Female
(Gender)

(Country of Birth) (Citizenship)

(Passport Number) (Visa Number – if already holds a student visa for Australia)

STUDENT'S AUSTRALIAN CONTACT DETAILS, IF ALREADY KNOWN

Please note: Student's Australian contact details must be provided to the College:

- As soon as they are known, and
- Within 7 days of any change in contact details

While in Australia the student will be:

- ☐ Living with their Mother
☐ Living with their Father
☐ Living with an eligible relative (please complete the below contact details for both the student and the nominated guardian details section)

Perth Address where student will be living:

(Street Number & Name) (Suburb/City) (Post Code)

Contact Phone and Email while in Australia (if known):

(Home phone in Australia) (Cell phone in Australia) (Email in Australia)

Important: The College must be told of any changes to the above contact details within 7 days of the change. This applies during the enrolment process, and if accepted for enrolment, for the duration the student is studying at the College.

FULL FEE OVERSEAS STUDENT ENROLMENT FORM

STUDENT'S EDUCATIONAL BACKGROUND

School Last Attended: _____
(Name and Location)

Highest Academic Level Reached: _____

STUDENT'S MOST RECENT SCHOOL REPORTS/ACADEMIC TRANSCRIPTS

Please **attach** copies of the student's most recent:

- School reports
- Academic transcripts
- Samples of English writing, for example, recent essay written in English

This will help us determine your child's English proficiency and general academic performance.

Student's First Language: _____

Other Languages Spoken by student: _____

Please note: The College after assessing documentation supplied, may request at any point during the enrolment process that the student sit and provide the results of an IELTS or similar international language assessment to assist the College to assess the student's English language proficiency and suitability to enrol in the grade / year level requested.

STUDENT'S CURRENT ISLAMIC KNOWLEDGE

HOLY QURAN

Reading from Text:	Excellent	Good	Poor
Recitation:	Excellent	Good	Poor
General Knowledge:	Excellent	Good	Poor

Please note: This information will assist the College to choose the best Islamic Studies, Quran and/or Arabic language classes for the student.

FULL FEE OVERSEAS STUDENT ENROLMENT FORM

PARENTS / LEGAL GUARDIAN'S DETAILS

PARENT / GUARDIAN DETAILS

FATHER

(Surname / Last name)

(Given names)

(Occupation)

Address:

(Street Name & Number)

(Suburb, City, Province, State)

(Post Code)

Contact Details:

(Mobile Phone)

(Home Phone)

(Work Phone)

(Email)

MOTHER

(Surname / Last name)

(Given names)

(Occupation)

Address:

(Street Name & Number)

(Suburb, City, Province, State)

(Post Code)

Contact Details:

(Mobile Phone)

(Home Phone)

(Work Phone)

(Email)

Language Most Spoken at Home: _____

Important: The College must be told of any changes to the above contact details within 7 days of the change. This applies during the enrolment process, and if accepted for enrolment, for the duration the student is studying at the College.

FULL FEE OVERSEAS STUDENT ENROLMENT FORM

NOMINATED GUARDIAN'S DETAILS (TO BE COMPLETED IF THE STUDENT WILL BE LIVING IN AUSTRALIA WITH SOMEONE OTHER THAN THEIR FATHER OR MOTHER)

Important note: If the student's mother or father are not applying for a Student Guardian Visa, you will need to provide the Department of Home Affairs with the details of a nominated guardian. The nominated guardian must be an eligible relative. Please see section 15 of the Full Fee Overseas Student Policy Handbook.

By providing the details of the below nominated guardian, I hereby advise the College that:

- I will be giving full carer's rights and guardianship of my child to the below named person while my child is in Australia
- I will be providing the nominated guardian's details to the Department of Home Affairs when applying for my child's student visa, including proof of their being an eligible relative
- If any changes occur to the nominated guardian's details, I will advise the College immediately (within 7 days of any change)

Surname/Last Name: _____ **First Name/s:** _____

Address:

(Street Name & Number) (Suburb/City) (Post Code)

Contact Phone Numbers:

(Home phone) (Cell phone) (Work phone)

(Email)

(Occupation)

(Passport Number)

Language Most Spoken at Home: _____

Emergency Contact

Surname/Last Name: _____ **First Name/s:** _____

Relationship to Student: _____

Street Address: _____

(Home/Work phone) (Cell phone) (Email)

Important: The College must be told of any changes to the above emergency contact within 7 days of the change. If accepted for enrolment, this applies for the duration the student is studying at the College.

FULL FEE OVERSEAS STUDENT ENROLMENT FORM

MEDICAL INFORMATION

Student Name: _____

Private Health Cover Provider Name: _____

Membership No.: _____ Expiry Date: _____

Important note: If you have not purchased Private Health Cover at the time of enrolling, you **must** provide proof of private health cover to the school as soon as your visa is granted by the Department of Home Affairs.

IMMUNISATION STATUS

Does the student have a medical exemption: ☐ Yes ☐ No

If Yes please **attach** evidence to support

Is the student's Immunisation up to date: ☐ Yes ☐ No

If Yes, please **attach** an Immunisation History Statement or records from child health books. Where this information is not in English, please also **attach** a translation in English.

If No, please **attach** evidence to support conscientious objections.

HEALTH CONDITIONS

Does the student have any illnesses or other conditions that may affect their learning? (examples include seizures, fainting, asthma, diabetes): ☐ Yes ☐ No

If Yes, please give details: _____

Does the student have any disabilities that may affect their learning during school? (examples include physical, psychological/cognitive, sensory – vision/hearing): ☐ Yes ☐ No

If Yes, please give details and **attach** documents: _____

Is the student **allergic** to anything: (please list below)

Medications	
Food Products	
Insect Stings	
Other	

Please note: If there are any changes, or additional health conditions that arise, you must tell the College.

FULL FEE OVERSEAS STUDENT ENROLMENT FORM

MEDICATIONS

Parent/guardians must arrange with the teacher-in charge for the safekeeping and handling of prescribed medications during school.

Is the student taking tablets and /or other forms of prescribed medication? ☐ Yes ☐ No

Does the student self-administer the medication? ☐ Yes ☐ No

If Yes, state name of medication and frequency of use:

Name of Medication	Frequency of Use

Please note: If there are any changes in medications you must tell the College.

OTHER INFORMATION

Please provide any other information about the student which would help their teacher, organisers of excursions, etc to provide best care for your child:

PERMISSION TO USE PHOTOGRAPHS/VIDEO

I consent to the College using photographs and video images of my child in the College's promotional materials such as newsletters, magazines, handbooks & advertisements:

☐ Yes ☐ No

UNIFORM

I know the School Uniform is compulsory for all students and know that the full school uniform must be worn during school hours and to and from school.

Please note: The price list is available on the College website.

FULL FEE OVERSEAS STUDENT ENROLMENT FORM

REFUND POLICY

The Refund Policy for international students enrolled at the College complies with the minimum specifications covered by the ESOS Act and National Code 2018.

Fees are payable one semester (6 months) in advance, and no less than two weeks prior to the end of the previous semester. All fees must be paid in Australian dollars.

If a student changes visa status (eg, becomes a temporary or permanent resident) they continue to pay the full overseas student fees for the duration of that current semester.

Refunds will be reimbursed in Australian dollars and the payment will be sent to the applicant's home country, unless otherwise requested by the student and/or their parent/guardian in writing.

Refunds will be paid to the International Student or their parent/legal guardian or other person specified in the written agreement.

Notification of Withdrawal and Applications for Refunds:

- All notifications of withdrawal from a course must be made in writing to the Principal as soon as practicable, and preferably prior to the commencement of the next semester to allow timely processing of refunds in line with policy. Written notice must be received before the start of the student's last full semester of enrolment.
- All applications for refunds must be made in writing, and submitted to the Principal, who will confer with the Business Manager.
- The College will refund, within 28 days, all course monies paid where the student's application for enrolment is refused by the College or the student produces evidence that the application made for a student visa has been rejected by the Australian immigration authorities.
- Fees are not refundable where a student is requested to leave the College due to breach of visa conditions or a serious breach of College rules and Student Code of Conduct.
- If for any reason the College is unable to offer a course or continue to offer a course after commencement, a full refund of tuition fees paid will be made within 14 days of notification of course cancellation. In the unlikely event that the College is unable to pay a refund, the Tuition Protection Services (TPS) can assist: <https://tps.gov.au>

The College reserves the right to alter the terms of the Refund Policy on compassionate grounds.

Withdrawal Prior to Commencement:

REASON	REFUND
Student's application for a visa unsuccessful before course commences (student must provide written evidence visa has been refused by Department of Home Affairs)	Full refund of tuition fees within 28 days less AUD\$350 for administrative expenses
Student with a visa withdraws between acceptance of offer and up to 14 days before course commences	Full refund of tuition fee less AUD\$350 for administrative expenses
Student with a visa withdraws 14 days before course commencement	40% of a semester's tuition fees less AUD\$350 administrative expenses
School withdraws offer before the course commences	Full refund of tuition fees

FULL FEE OVERSEAS STUDENT ENROLMENT FORM

Withdrawal After Commencement:

REASON	REFUND
Student with a visa withdraws after course commences and during the first four weeks	30% of semester's tuition fees less administrative cost of AUD\$350
Student with a visa withdraws after the fourth week	No refund is given for that Semester
Student's enrolment is cancelled due to a serious breach of international student visa conditions or College rules / Student Code of Conduct	No refund is given for that Semester

How to Claim a Refund:

To claim a refund for a student's tuition fees the school must receive a written request for a fee refund clearly stating the reasons for the claim.

The refund if approved, will be paid to the person nominated on the Student Agreement.

The refund request must be made by the:

- Student, or
- Student's parent/guardian

Requests must be accompanied by:

- Appropriate evidence (e.g.: visa refusal letter from Department of Home Affairs)
- Confirmation of bank account name, bank account number and bank address for the refund to be deposited into
- Current home address and phone number of the student and the student's parent/guardian.

If a refund is requested to a business account in Australia the written request must include:

- Australian Business Number (ABN)
- Business trading name
- Address and phone number of the business

Please note: Only parents can request a refund to be paid to another party on their behalf.

Refund Conditions:

Refunds will be made within 28 days of the date of receipt of the application for refund. Requests must be made in writing, accompanied by appropriate evidence. Failure to provide appropriate details or evidence may result in the refund being delayed. Refunds will not be approved unless a request is received within six months of the date the student cancelled their enrolment or was granted a new visa.

Refund Complaints Procedure:

Enquiries regarding refund calculations can be made to the Administration office. Students or parents have up to 20 days to lodge a formal complaint from the date they receive remittance advice of their refund. This must be done in writing addressed to the Principal. After consideration of all the available evidence, the school may decide to:

- Uphold the complaint and issue a refund of the appropriate amount and/or restore the student's enrolment
- Dismiss the complaint.

If after the internal appeal process, the College still intends to uphold its decision regarding the refund, the College will advise the student and/or their parent/guardian of their right to appeal to the Ombudsman. For more detailed information see Section 33 of the Full Fee Overseas Student Policy Handbook.

The terms and conditions of this Refund Policy override any previous terms and conditions of refund. Changes to the Refund Policy are ongoing. The complaints policy contained in these terms and conditions of enrolment is available to a student in the event of a complaint in relation to a claim for a refund. This information and the Student Agreement does not remove the right for the student and/or their parent/guardian to take further action under Australia's Consumer Protection Laws.

FULL FEE OVERSEAS STUDENT ENROLMENT FORM

**PARENT/GUARDIAN SIGNATURE – MUST BE SIGNED BY PARENT/GUARDIAN WHERE
STUDENT IS UNDER 18 YEARS OF AGE**

In signing this document, I declare that I have carefully read the information contained in this Enrolment Application Form, in the College's Full Fee Overseas Student Agreement, and Full Fee Overseas Student Policy Handbook.

I understand the terms, conditions and rules of our child attending the Australian Islamic College in Perth, Australia, and agree to abide by these.

I understand the current fee structure, total cost per student per annum and understand that tuition and non-tuition fees may be subject to change during my child's enrolment period.

I have read and understand the College's Refund Policy contained within this form and within the Full Fee Overseas Student Policy Handbook.

Both parents/guardians to sign below:

(Name of Parent or Guardian)

(Signature of Parent or Guardian)

(Date)

(Name of Parent or Guardian)

(Signature of Parent or Guardian)

(Date)

FULL FEE OVERSEAS STUDENT ENROLMENT FORM

**STUDENT'S SIGNATURE – MUST BE SIGNED BY THE STUDENT IF 18 YEARS OF AGE OR
OLDER**

In signing this document, I declare that I have carefully read the information contained in this Enrolment Application Form, in the College's Full Fee Overseas Student Agreement, and Full Fee Overseas Student Policy Handbook.

I understand the terms, conditions and rules of me attending the Australian Islamic College in Perth, Australia, and agree to abide by these.

I understand the current fee structure, total cost per student per annum and understand that tuition and non-tuition fees may be subject to change during my enrolment period.

I have read and understand the College's Refund Policy contained within this form and within the Full Fee Overseas Student Policy Handbook.

(Name of Student)

(Signature of Student)

(Date)

This 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 Protection Laws if they apply.

OFFICE USE ONLY

PROCESS CHECKLIST	
Date Application Received:	Date:
Person Received and Reviewed By:	
Documents Received:	Yes ☐ Completed Enrolment Form Yes ☐ Completed Student Agreement Yes ☐ Student's most recent school reports Yes ☐ Student's most recent school reports Yes ☐ Student's most recent academic transcripts Yes ☐ / NA ☐ Samples of English in Writing Yes ☐ / NA ☐ Medical Exemption from Immunisations Yes ☐ / NA ☐ Immunisation History Statement Yes ☐ / NA ☐ Immunisation History Statement – Translated into English Yes ☐ / NA ☐ Immunisation History Statement – Conscientious Exemption Yes ☐ / NA ☐ Proof of Disabilities Do we need an IELTS or similar test to determine English Proficiency? Yes ☐ No ☐ (if yes, contact family before submitting to Principal)
Date Application forwarded to Principal:	Date: Does Principal require IELTS or similar test to determine English Proficiency? Yes ☐ No ☐ (if yes, contact family)
Date Application approved by Principal:	Date:
Forwarded to Head Office for Letter of Offer:	Date:
Date Letter of Offer sent:	Date:
Date Payment Received:	Date: ☐ Application Fee ☐ 50% of annual tuition fee _____ ☐ Did the family choose to pay more than 50% of the annual tuition fee ☐ School Curriculum and Standards Authority Fee (if applicable)
Date Confirmation of Enrolment (CoE) issued in PRISMS:	Date:
Date CoE forwarded to family:	Date:
Date Visa received from family:	Date:
Student's Anticipated Start date:	Date: