



Overseas Student Enrolment Form Written Agreement

Applicant's Given Name: _____

Applicant's Surname: _____

Applied year level _____ in 20_____

33 Headcorn Street, Mount Druitt, NSW 2770

enrolment@aics.nsw.edu.au

02 99336900

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Australian Islamic College of Sydney

33 Headcorn Street, MT DRUITT, NSW 2770 A.B.N: 60 085 245 245

TEL: (02) 99336900

Email: communication@aics.nsw.edu.au Website: www.aics.nsw.edu.au

International Student Letter of Offer

Date:

Student ID:

Student Name:

Student Address:

Student Parent/Guardian:

Dear Parent/Guardian,

Thank you for the application to enroll with the Australian Islamic College of Sydney. Your application has been assessed and based on the information and documentation you have provided. We would like to offer you enrolment at the College as detailed below in this document. The information in this Letter of Offer summarises the grade of entry including start dates, duration, tuition fees and due dates.

Level/Year of Entry:	
Course Duration:	
Study Location:	Australian Islamic College of Sydney – On Campus
Start Date:	
Finish Date:	
Tuition fee:	
Non-tuition fee:	

As a parent/guardian you will be responsible for ensuring ongoing compliance with visa regulations and the Head of School will be closely monitoring the accommodation and welfare status of the student. If accommodation and welfare arrangements change, the College should be notified immediately.

International students must adhere to 80% course attendance to maintain their Student Visa status. AICS will regularly monitor attendance. It is a condition of enrolment for all international students that they meet this attendance requirement.

In order to secure your position you must read and understand this Agreement Contract document in full and then:

1. Sign that you agree with the Terms and Conditions of study as per this contract
2. Read and understand the current Overseas Student Policies and Procedures
3. Make your payment of the tuition and non-tuition fees as stated above

For inquiries please contact AICS: PHONE: (02) 99336900, EMAIL: communication@aics.nsw.edu.au

School Principal

Each parent/guardian signing below agrees to the following:

- I. The overseas student policies, procedures and any guidelines determined by the College.
- II. To pay all overseas student school fees, levies and charges in accordance with the fee policy incurred while my child is enrolled.
- III. All students (K to 12) are expected to arrive at the College by 8.25am, roll call begins at 8.30am. Students who arrive after 8.30am are issued with late notes by the College office. The student is expected to return such late notes signed by their parent/guardian to their teacher within 24 hours. Students who arrive late without a valid note from parents will receive a warning slip. Students who receive 2 subsequent warning slips will be given after school detention. Frequent breach of punctuality / attendance policies will require a parent/year advisor interview.
- IV. College uniform is purchased at Oz Fashions, 115-127 Parramatta Road, Granville, 02 9897 3121. I understand that all students must wear the proper uniform to school. Boys are expected to be neatly shaved and girls are not allowed to wear any jewelry and makeup.
- V. Student has approved DHA accommodation and welfare arrangement.
- VI. Student transfer in or transfer out requirements are met as per policies and procedures and legislation.
- VII. Any false, misleading or incomplete information on this form may entitle the College to cancel my child's enrolment.
- VIII. Fee Payer's name and signature: _____

.....
PLEASE PRINT: STUDENT NAME

.....
PARENT/GUARDIANS NAME

.....
DATE

.....
PARENT/GUARDIANS SIGNATURE



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TERMS AND CONDITIONS OF ENROLEMENT ACCEPTANCE

CRICOS Registration- Courses Offered

Overseas students at AICS Australian Islamic College of Sydney- 03715G can study the following courses:

CRICOS Course Code	Course Name
098356F	Primary (Kindergarten to Year 6)
098357E	Junior Secondary (Years 7- 10)
098358D	Senior Secondary (Years 11 & 12)

TERMS AND CONDITIONS

AICS defines a study period as one semester (2 terms and up to 20 weeks).

REVIEW OF TUITION FEES

AICS reserves the right to review its fees. If tuition fees are increased, you will be required to pay the new fees as they are introduced. If you defer your course, you will be required to pay the fees which apply at your new commencement date.

SCHOOL FEE PAYMENT

New Students must pay:

- Application fee – regardless of application outcome
- Fees specified in the AICS invoice by the due date.

Continuing Students must pay:

- Fees specified in the AICS invoice by the due date.

Definitions:

- a) Application Fee – fee payable on making application to the School for enrolment.
- b) Enrolment Confirmation Fee – fee payable to the School to confirm acceptance of offer of placement at the School.
- c) Course Monies – includes non-tuition and tuition Fees, Security Deposit and any other amount the student has to pay in order to undertake the course.
- d) The School – Australian Islamic College of Sydney.
- e) Security Deposit – deposit payable on confirmation of acceptance of an offer of placement at the School. The deposit is refundable on withdrawal from the School after deduction of any monies due to the School.

This refund policy applies to all Course Monies paid to the School. The School requires all Course Monies to be paid directly to the School and does not accept Course Monies from Education Agents.

Fees for services paid to the Education Agent by the student or their parent(s)/legal guardian are not refunded by the School.

The Application Fee is non-refundable.

Payment of Course Monies and Refunds:

- a) School Fees are payable one semester in advance.
- b) All fees must be paid in Australian dollars.
- c) If the student changes visa status (e.g. becomes a temporary or permanent resident) he/she will continue to pay full international student's fees for the duration of the year.
- d) Refunds will be reimbursed in Australian dollars and the payment sent to the applicant's home country address unless otherwise requested in writing.
- e) Refunds will be paid to the person(s) specified in the written agreement

All notification of withdrawal from a course, or applications for refunds, must be made in writing and submitted to the Principal. Such application must be made by the person(s) who has signed the agreement with the School, i.e. parent(s) or guardian(s). Applications will not be accepted from the Education Agent

Unsuccessful Enrolment/Visa Rejection

- a) The School will refund within 4 weeks all Course Monies paid where the student's application for enrolment is refused by the School except the non-refundable payment of application fee.
- b) If a student produces evidence of visa refusal by the Australian immigration authorities and fails to start the course, or withdraws from the course on or before the agreed start date, the school will refund (within 4 weeks of receiving a written claim from the student) the total amount of course fee received by the school before the student default day, minus the lesser of
 - 5% of the amount of course fees received
 - AUD \$500
- c) The School will refund within 4 weeks, all Course Monies paid where the student produces evidence that the application made by the student for a student visa has been rejected by the Australian immigration authorities except for the non-refundable payment of application fee

Student Default

- a) Refunds for student default apply to School Fees only. Non-Tuition Fees (excluding School Fees) will be refunded on a pro rata basis proportional to the amount of time the student was studying in the course.
- b) If the student does not provide a written notice of withdrawal and does not start the course on the agreed starting date, the School will refund within 28 days from the paid Non-Tuition Fees.
- c) The School will refund within 28 days of the receipt of written notification of withdrawal by the student (or parent(s)/legal guardian(s), School Fees and Security Deposit paid by or on behalf of the student less the amounts to be retained as agreed and detailed below:
 - i. If a written notice is received up to 4 weeks prior to the commencement of the course, the school will be entitled to retain an administration fee (\$500 including GST)
 - ii. If written notice is received less than 4 weeks prior to commencement of the course, 70% of the tuition fee will be refunded
 - iii. If written notice is received within six months of the commencement date of the student's course, only one term's (or ten weeks) tuition fee will be refunded from the annual tuition fee
 - iv. If written notice is received more than six months after the commencement date of the student's course no refund of tuition fees will be made.

d) No refund of School Fees will be made where a student's enrolment is cancelled for any of the following reasons:

- i. Failure to maintain satisfactory course progress (visa condition 8202)
- ii. Failure to maintain satisfactory attendance (visa condition 8202)
- iii. Failure to maintain approved welfare and accommodation arrangements (visa condition 8532) [if applicable]
- iv. Failure to pay Course Monies
- v. Any behaviours identified as resulting in enrolment cancellation in AICS's Code of Conduct:
 - a. repeated bullying and harassment
 - b. physical violence
 - c. stealing
 - d. dealing in illegal substances
 - e. possession and/or use of an illegal substance
 - f. drinking and/or possession of alcohol.

School Default

- a. If for any reason the school is unable to offer a course on an agreed starting day for the course, and the student for some reason cannot be placed or refused placement in an alternative course arranged by the school, a full refund of any unspent prepaid tuition fees will be made within 14 days of the agreed course.
- b. If for any reason the school is unable to continue offering a course after the student commences a course, and the student for any reason cannot be placed or refuses placement in an alternative course arranged by the school, a full refund of any unspent prepaid tuition fees paid to the school prior to default day.
- c. In the event that the school is unable to fulfil its obligations of providing an agreeable alternative course for the student, or a refund, the student will receive advice to seek assistance from the Australian Government's Tuition Protection Service. (For more information on the TPS, please see: <http://tps.gov.au/Information/Students/How>)

This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

Complaints & Appeals

The AICS has a formal procedure to deal with complaints or appeals, such as disputes related to assessment results or any aspect of your welfare and education. Full details of the procedures will be found in the Overseas Student Handbook.

EXPECTATIONS

The student:

- Must commence school enrolment on the date stated on the Confirmation of Enrolment and if this is not possible, notify AICS in writing within two working days prior to the start date on the Confirmation of Enrolment
- Is subject to the requirements of the ESOS Act 2000 and National Code and must comply with the school enrolment conditions and requirements in respect of international students
- Must comply with student visa requirements and Australian laws
- Must reside at a DHA approved accommodation as per visa requirements
- Must meet attendance and course requirements
- Must not engage in any activity that may endanger their safety or any other persons

- Must return books and materials which are the property of the school when they complete the course or withdraw.

The parent:

- Must ensure the student obtains the appropriate student visa
- Must ensure requirements are met and maintained for accommodation and welfare arrangements for students under 18 years
- Must notify AICS College immediately if the student's studies are terminated, or there are any changes to the student's visa status
- Must ensure any change to the student's address (unless arranged through AICS) is advised in writing to the school within 7 days
- Must ensure that at least one parent or a relative who is able to provide parental care and supervision is living with the student
- Must pay the required fees.

Breach of Terms and Conditions

Any breach of these terms and conditions may result in the termination of the student's enrolment.

CHECKLIST

Please check to ensure you have attached the following to your application:

- ✓ Certified copy of passport
- ✓ Certified copies of school reports for the last two years with certified English translations, including academic and English level achieved
- ✓ Official results of any formal examinations including Junior High School Graduation Certificates
- ✓ \$250 Application fee which is non-refundable
- ✓ Two recent passport-sized photographs
- ✓ If available, Study Abroad students: English teacher's recommendation letter or English test results.

Please sign that you consent, agree, understand and accept the above conditions.

Student Signature: _____ Print name: _____ Date: _____

Guardian Declaration: If the student is under 18 years of age at the point of accepting this offer, this acceptance must also be signed by an authorised parent or guardian.

Signature: _____

Print name: _____

Relationship to student: _____

Office Use Only	
Form is completely filled and readable	All documents are provided
Date application received:	
Receiving officer Name	Receiving officer Signature
Comments:	

Student Details

Please fill this form as clearly as you can

A. Student Details

Was this student enrolled previously at AICS?	☐ Yes ☐ No
First Name	
Middle Name	
Last Name	
Phone Number	
Gender ☐ Male ☐ Female ☐ Other	Date of Birth: __/__/____
Please nominate the program you wish to enter	
Primary ☐ Kindy ☐ Year 1 ☐ Year 2 ☐ Year 3 ☐ Year 4 ☐ Year 5 ☐ Year 6	
Secondary ☐ Year 7 ☐ Year 8 ☐ Year 9 ☐ Year 10 ☐ Year 11 & 12	
Intended start date & Year	
☐ Term 1: January ☐ Term 2: April ☐ Term 3: July ☐ Term 4: October Year: _____	
Passport Number: _____ Expiry Date: _____ Country: _____	

Siblings attending AICS

Does this student have any brothers or sisters currently, or previously, enrolled at AICS? ☐ Yes ☐ No If Yes, please provide details of the most recently enrolled brother or sister.					
First Name	Last Name	Gender	Year	Class	Date of birth

Languages other than English spoken at home

Does the Student speak a language other than English at Home?	☐ No, English only ☐ Yes
If YES , please specify the language (e.g. Urdu)	
Main Language other than English spoken at home by the student:	
Other Language spoken at home:	
Country of Birth:	
What is the country of birth of the student seeking enrolment?	

Visa Status		
Do you hold a current student visa? Yes ☐ No ☐ - if yes, Number/Sub-Class? _____		
Where will you lodge the student visa application? Country _____ City _____		
Previous Schools		
Please provide details of any school where the student has previously been enrolled (NSW, interstate, overseas)		
Name of the school last attended:		
Address of the school last attended(suburb/state/country):		
Period of attendance(dd/mm/yyyy): from ____/____/____ - to - ____/____/____		

B. Contact Details		
Parent/Legal Guardian Overseas Contact Details		
<i>If applicable, copies of any relevant family law or other court orders must be provided.</i>		
Details	Father/Legal guardian	Mother/Legal guardian
Title		
First Name		
Middle Name		
Last Name		
Contact Methods		
Address		
Home Phone Number		
Work Phone Number		
Mobile		
Email Address		
Please specify FEE PAYER PARENT/CARER (Father/Mother/Legal guardian)		
Email address to be used for financial correspondence		
Occupation		
Occupation Group	Father/Legal guardian	Mother/Legal guardian
(Refer to insert "List of Parental Occupations")	☐ Group 1 (Senior Management in large business organisation, government administration and defence, and qualified professional)	☐ Group 1 (Senior Management in large business organisation, government administration and defence, and qualified professional)
	☐ Group 2 (Other business manager, arts/media/sportsperson and associate professional)	☐ Group 2 (Other business manager, arts/media/sportsperson and associate professional)
	☐ Group 3 (Tradesman/woman, clerk and skilled office, sales and service staff)	☐ Group 3 (Tradesman/woman, clerk and skilled office, sales and service staff)
	☐ Group 4 (Machine operator, hospitality staff, assistant, labourers and related worker)	☐ Group 4 (Machine operator, hospitality staff, assistant, labourers and related worker)
Country of birth		
Nationality		
Ethnic Origin		
Religion		
School Education		
Highest Year of School Education	☐ Year 12 or equivalent ☐ Year 11 or equivalent ☐ Year 10 or equivalent ☐ Year 9 or equivalent or below	☐ Year 12 or equivalent ☐ Year 11 or equivalent ☐ Year 10 or equivalent ☐ Year 9 or equivalent or below
Educational Qualifications		
Level of Highest Qualification	☐ Bachelor degree or above	☐ Bachelor degree or above

	☐ Advanced Diploma/Diploma ☐ Certificate I to IV (incl trade cert) ☐ No non-school qualification	☐ Advanced Diploma/Diploma ☐ Certificate I to IV (incl trade cert) ☐ No non-school qualification
Languages other than English spoken at home		
Do you speak a language(s) other than English at home?	Yes ☐ No ☐ If 'Yes' please list 1. 2.	Yes ☐ No ☐ If 'Yes' please list 1. 2.

C. Parents/Carer correspondence
Name to be used for all correspondence (e.g. Mr & Mrs AD, Ms Z)
Residential Address
Is this the residential address of the student to be enrolled? Yes ☐ No ☐
Correspondence address
If the school needs to contact a parent/carers, please specify, in order of preference, who to contact If there are any special conditions or times relevant to any contact number, please include this in the comment box next to the number (eg Mondays and Tuesdays only).
Name of the PARENT/CARER to contact FIRST
Name of the PARENT/CARER to contact SECOND

D. Contact Details in Australia

Parent/Legal Guardian living with this student in Australia

If applicable, copies of any relevant family law or other court orders must be provided.

Relationship to student			
First Name			
Middle Name			
Last Name			
Gender	☐ Male ☐ Female ☐ Other		
Residential Address			
Does the student reside at this address?		☐ Yes	☐ No
Correspondence Address			
Home Phone Number			
Work Phone Number			
Mobile			
Email Address			
Occupation			
Occupation Group			
(Refer to insert "List of Parental Occupations")	☐ Group 1 (Senior Management in large business organisation, government administration and defence, and qualified professional)		
	☐ Group 2 (Other business manager, arts/media/sportsperson and associate professional)		
	☐ Group 3 (Tradesman/woman, clerk and skilled office, sales and service staff)		
	☐ Group 4 (Machine operator, hospitality staff, assistant, labourers and related worker)		
Country of birth			
Nationality			
Ethnic Origin			
Religion			
School Education			
Highest Year of School Education	☐ Year 12 or equivalent ☐ Year 10 or equivalent below		☐ Year 11 or equivalent ☐ Year 9 or equivalent or
Higher Educational Qualifications			
Level of Highest Qualification	☐ Bachelor degree or above ☐ Certificate I to IV (incl trade cert)		☐ Advanced Diploma/Diploma ☐ No non-school qualification
Languages other than English spoken at home			
Do you speak a language(s) other than English at home?	Yes ☐ No ☐ If 'Yes' please list 1. 2.		

E. Emergency Contact Details

Details	Emergency preference 1(Australia)	Emergency Preference 2 (home country)
Relationship to student		
First Name		
Middle Name		
Last Name		
Address		
If there are any special conditions or times relevant to any contact number, please include these in the comment box next to the number (eg Mondays and Tuesdays only).		
Home Phone Number		
Work Phone Number		
Mobile		
Comments		

F. Special Circumstances

Are there any special circumstances about the student seeking to be enrolled that the school should know prior to enrolment?

(eg living apart from parental supervision, subject of a court order, subject of bullying by others, out of home care).

Yes ☐ No ☐

If yes, please provide a brief description of the circumstances. Write in the spaces below.

G. Students with additional learning and support needs, including disability

Does the student require support for learning because of disability? Yes ☐ No ☐

Is there anything that you do or practice at home that may help us at school to meet the student's educational needs? Yes ☐ No ☐

If yes, please specify here;

Please indicate any learning adjustments that may be required to allow the student to participate at school (complete only if applicable)

☐ changes to learning programs and/or teaching strategies

☐ communication, eg speaking and/or listening

☐ modification to equipment, furniture, learning spaces and/or learning materials

☐ support for personal care needs, eg hygiene, mealtimes and/or health care needs social

☐ support to engage safely with other children and teachers

☐ other (Please specify)

Please indicate if the student has any of the following

☐ physical disability

☐ intellectual disability

☐ behaviour disorder

☐ mental health disorder

☐ a vision impairment

☐ a hearing impairment

☐ a language disorder

☐ autism

☐ acquired brain injury

☐ difficulties in learning

☐ other (please specify)

Has any previous education provider prepared a documented plan to support the student's additional learning needs? ☐ No ☐ Yes (if yes, please specify here)

H. English Language Proficiency

- Students entering Australia with their parents and beginning their studies in Kindergarten to Year 6 must have ESL proficiency at Intermediate Level or above, achieving satisfactory results in accordance with internal assessments.
- Students wishing to commence at AICS in Years 7-10 must have ESL proficiency at the Upper Intermediate Level or above, achieving satisfactory results in accordance with internal assessments.
- Students wishing to commence at AICS in Year 11 must have ESL proficiency at the Advanced Level or above, achieving satisfactory results in accordance with internal assessments.

English Proficiency ☐ I have taken an internal assessment to determine my English language proficiency

Name of test _____ Score _____ Date of Test: __/__/____

☐ English is the language of instruction at my current school

☐ English is my first language

☐ I have attached an English Teacher's Recommendation Letter for K-6 Students

☐ At least 2 years of full-time study in Australia

I. Student medical details and health conditions

It is essential you inform the school before your child is enrolled if he or she has any medical conditions. This must include any known allergies. You should also contact the school as soon as you are aware of any newly diagnosed allergies, other medical conditions or changes to an existing condition. This will assist the school to support the safety and wellbeing of your child and allow planning to occur to determine the best way to meet the individual health and support needs of your child. This is important information for your child's safe participation at the school.

Note: Where the words 'your child' are used, they should be taken as a reference to the student seeking enrolment.

Do you already have OSHC cover? Yes ☐ NO ☐	if Yes, name of current provider:
Expiry date	___/___/___
Doctor's name/medical centre	
Doctor's address	
Doctor's phone number	

Please provide the name, address and phone number of any other doctor or medical specialist who may currently be treating your child for any allergy or other medical condition you may list when completing Section H. Attach an additional page if required.

Allergy / medical condition	Doctor's name	Address	Telephone

If your child has a documented plan to support any health or medical needs from a previous school or organisation (eg preschool, occasional care, etc) please provide it to the school as an attachment to this form.

FURTHER DETAILS ON MEDICAL CONDITIONS AND/OR ALLERGIES (IF APPLICABLE)

ALLERGIES – THESE CAN INCLUDE ALLERGIES TO INSECT STINGS, DRUGS, LATEX, FOOD (EG NUTS, EGGS, PEANUTS) OR OTHER.

If your child has an allergy, please specify in the box below. For this allergy, answer the 11 questions that follow (where applicable). If there is insufficient space, please attach additional pages clearly marked 'Section H'.

For any **additional allergies** your child has, **please answer each of the 11 questions** (where applicable) on a separate page for each allergy. Attach this additional information (clearly marked 'Section H') to the back of this form.

Allergy to	
1. Has a doctor diagnosed this allergy?	2. Is this a severe allergy (anaphylaxis)?
Anaphylaxis is a severe, potentially life-threatening, allergic reaction.	
3. Has your child been hospitalised with a severe allergic reaction (anaphylaxis) or any other allergy?	
4. If yes, which hospital?	
5. Does your child have an ASCIA Action Plan for Anaphylaxis? ☐ No ☐ Yes	
6. If yes, is this plan attached? ☐ Yes ☐ NO	
7. Has your child been prescribed an adrenaline auto injector (ie EpiPen®)? ☐ Yes ☐ No	
If your child has been prescribed an adrenaline auto injector, you will need to provide the school with one (and renew prior to expiry date).	
Each time your child is prescribed a new adrenaline autoinjector the doctor should issue an updated ASCIA Action Plan for Anaphylaxis. It is important that any updated plan is provided to the school.	
8. What is the expiry date of the adrenaline auto injector that will be provided to the school? ___/___/___	

If not known at the time of completing this form, the school will require this information on enrolment.

9. Does your child have an ASCIA Action Plan for Allergic Reactions? ☐No ☐Yes

10. If yes, is this plan attached? ☐No ☐Yes

It is important that any updated plan is provided to the school.

11. Please list any other medication prescribed for this allergy

The school will require further details in relation to prescribed medication on enrolment.

Parents of children who require their child to be administered prescribed medication at school must complete a written request.

MEDICAL CONDITIONS OTHER THAN ALLERGIES AND ANAPHYLAXIS (EG ASTHMA, SEVERE ASTHMA, DIABETES, EPILEPSY)

Please identify and provide details below of any other medical condition for which your child is being treated. (If more than one condition or insufficient space, please attach additional pages and include answers to all 7 questions that follow).

Medical condition

1. Has a doctor diagnosed this condition?

2. Has your child been hospitalised with this condition? ☐Yes ☐NO

3. If yes, which hospital?

4. Does your child have a documented action plan from a doctor (eg asthma action plan)? ☐No ☐Yes

5. If yes, is this plan attached? ☐Yes ☐NO

6. Is your child taking prescribed medication for this condition? ☐Yes ☐No

7. If yes, what is the prescribed medication?

The school will require further details in relation to prescribed medication on enrolment.

Parents of children who require their child to be administered prescribed medication at school must complete a written request.

J. Student's history relevant to risk assessment

This application gives you the opportunity to provide schools with information that will help facilitate the smooth transition of the student into this specific school setting. This may include preparing a behaviour management plan or other appropriate strategies directed at meeting the particular needs of the student. The action taken in response to the information you provide will help ensure the safety of this student, other students and staff.

To your knowledge, is there anything in the student's history or circumstances (including medical history not listed in Section H) which might pose a risk of any type to this student, other students, or staff at this school?

Yes ☐ No ☐

If yes, please provide a brief description of the student's medical or other history, which might pose a risk of any type to him or her, other students, or staff at this school.

Please provide names and contact details of health professionals or other relevant bodies that have knowledge of these issues.

Does the student have any history of violent behaviour? ☐Yes ☐No

If yes, please provide details.

Has the student ever been suspended or expelled from any previous school? ☐Yes ☐No

If yes, was this for:

Actual violence to any person? ☐Yes ☐No

Possession of a weapon or any item used to cause harm or injury? ☐Yes ☐No

Threats of violence or intimidation of staff, students, or others at the school? ☐Yes ☐No

Illegal drugs? ☐Yes ☐No

Are you aware of any other incidents of the kind listed above in which the student has been involved outside of the school setting? ☐Yes ☐No

If yes, please provide a brief outline of these incidents.

Personal information, consent, and declaration of accuracy

The personal information collected on this application is for purposes directly related to your child's education including processing this application.

Any information provided to the AICS will be used, disclosed and stored consistent with the NSW privacy laws.

Certain information is required by the Department to meet its duty of care and other legal obligations under public health, education and child protection legislation and for meeting data collection and reporting requirements under Commonwealth – State funding agreements which may involve evaluation and assessment of student outcomes.

Information may be disclosed to NSW State and Commonwealth government agencies and other organisations for the above purposes and as authorised or required by law.

Information will be stored on a secure electronic database. You may access or correct the information by contacting your child's school. If you have a concern or complaint about the information collected or how it has been used or disclosed, you should contact the school.

If you choose not to provide some requested information it may have a detrimental impact on your child's enrolment, resourcing of the school or meeting your child's educational needs.

Further information about the collection of information while your child is enrolled at a AICS, and how we protect your privacy, is available on the college's website.

Publishing student information

The school may publish information about your child for the purposes of sharing his/her experiences with other students, informing the school and broader community about school and student activities and recording student participation in noteworthy projects or community service.

This information may include your child's name, age, class and information collected at school such as photographs, sound and visual recordings of your child, your child's work and expressions of opinion such as in interactive media.

The communications in which your child's information may be published include but are not limited to:

1. Public website of the school, the intranet, blogs and wikis
2. Publications including the school newsletter, annual school magazine and school report, promotional material published in print and electronically including on the intranet, social media and website.
3. School social media accounts on networks, which may include school's YouTube, Facebook and Twitter pages.

Parents should be aware that when information is published on public websites and social media channels it can be linked to by third parties and may be discoverable online for a number of years, if not permanently. Search engines may also cache or retain copies of published information

Permission to publish

I have read the information about publishing student information (above) and

☐ I give permission ☐ I do not give permission

for the school to publish information about my child in publicly accessible communications. This permission remains effective until I advise otherwise.

Online services

The College provides students with filtered access to the Internet. Students also have access to a secure learning portal. After logging into their portal, students have access to a personalised email account and online applications. These resources enable students to collaborate with peers, publish online, and securely store their data for access within, or outside of, school.

When accessing some online services, data, including your child's name and files they have saved, are stored within a third party service provider in a location outside of the School's network. The college is working closely with our vendors to assess privacy impacts and data security controls.

☐ I give permission ☐ I do not give permission

For my child to have access to online services provided by the school. This permission remains effective until I advise the school otherwise.

Consent

I have provided information about the learning and support needs, including health condition(s) and/or special need(s) and/or history relevant to a risk assessment, related to the student listed in Section A of this application form.

I consent to the school seeking information from previous schools, other NSW government departments, public hospitals, health professionals or other organisations that may also hold information related to this assessment for the student named on page 1.

I consent to the health professional(s) treating any medical or health condition identified in this application, to provide the school with information about any condition that has been identified in this application. This may include any other aspects of the student's health that may impact on the condition or on the health and safety of this student or other students at school or on staff at the school

Enrolment Declaration

Application for enrolment of your child at AICS means that you are choosing a private education (within the independent sector). It requires your commitment to support the Islamic ethos, values and aims of the College and a willingness to co-operate in the implementation of policies and procedures. Specifically, it means:

- That your child will learn Arabic, Islamic Studies and Quran and participate in daily prayers.
- Islamic values are emphasised
- Academic excellence and the acquisition of skills are promoted within an Islamic framework

Your child is expected to adhere to the school's standards for:

- behaviour, dress and self-discipline,
- application to course work and study,
- participation in school activities.

Your co-operation is essential to assist your child attain these goals. Parents are expected to participate in school events and or activities including: Parent/Teacher interviews and special assemblies.

Each person signing below agrees:

- IX. I agree to adhere to the policies, procedures and any guidelines determined by the College.
- X. I agree to pay all school fees, building funds, levies and charges incurred while my child is enrolled. All school fees are to be paid at the beginning of each term.
- XI. I understand that school fees, building funds & other levies are not refundable if student leaves the school during the academic year.
- XII. I acknowledge that false, misleading or incomplete information on this form may entitle the College to cancel my child's enrolment.
- XIII. I/we have included copies of the following documents with this application for enrolment (please tick appropriate boxes)
- ☐ Birth certificate
 - ☐ Citizenship documentation (where applicable)
 - ☐ Most recent previous school reports and any external test results (where applicable)
 - ☐ Relevant Family Court Orders (where applicable)
 - ☐ Relevant medical and or special needs information including clinical/educational assessments (where applicable)
 - ☐ Immunisation certificate (primary school applications only)
- XIV. I/we understand that if this application is successful the information that I/we provide must be kept up to date throughout the period of enrolment.
- XV. I/we have included the application fee, as per the fee schedule, with this application for enrolment and I/we understand that this money is non-refundable if the application is unsuccessful.
- XVI. I/we have read all of the information in the enrolment package and understand the policies that we will need to abide by should this enrolment application be successful. 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.
- XVII. I/we have read and understood all the policies located under <http://www.aics.nsw.edu.au/policies/> and shall adhere with the best of my ability.

Signature _____ (Father / Carer) _____ (Mother / Carer)

Date _____

Parent occupation groups

The main purpose for collecting this information is to promote and implement the National Goals for Schooling by informing State and Commonwealth Governments on matters that may affect resourcing to your child's school and preschool. You will need to use this table to complete the 'Occupation Group' section. The four groups listed here are used by the Australian Bureau of Statistics to classify occupations. Please choose the group (1, 2, 3, or 4) that you think best describes your occupation. If you have retired or stopped work in the past 12 months, choose the group in which you used to work.

Group 1

- Senior executive/manager/department head in industry, commerce, media or other large organisation.
- 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

- 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 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/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

Group 4

- 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]

Fees and costs Involved.

AICS charges an application fee (non-refundable) of **\$250**. This is to be paid at the time of **submitting your application** for enrolment.

Parents should expect to pay the first semester's tuition fee upfront.

AICS emphasise a student's all-rounded development, there may be a range of required, elective or voluntary activities that attract additional on-going costs.

Certain costs are compulsory, for example, building fund, e-book and curriculum, school may charge a technology fee for providing an approved laptop or tablet; while other charges are optional, such as costs for uniforms, camps, excursions, and extra-curricular sports activities or music tuition.

Further breakdown of the compulsory fee is as follows;

***All fee & other costs are subject to review annually.**

- a. A building fund contribution of \$200 is included on each semester's fees account
- b. Where accounts are not paid by the due date, a late payment administration fee of \$240 per semester will be charged.
- c. For the second student from one family attending the School concurrently, 5%
- d. For third and subsequent students from one family attending the School concurrently, 10%
- e. Late payment will incur an administration fee of \$120.
- f. Security deposit is refundable on exit. Conditions apply.
- g. Overseas Student Health Cover (for approximately 15 months)
- h. Early payment discounts apply. See below for details.

Payment Methods:

School is offering multiple methods to pay the school dues including;

- A. B Pay (including credit cards)
- B. Direct Debit (request for application form from front office)
- C. Direct Deposit

****When paying, please use students account number and full name as payment reference****

Fee Schedule

FULL FEE PAYING OVERSEAS STUDENTS IN PRIMARY SCHOOL				
	Kindergarten – Year 2		Year3 – Year 6	
	Per Semester	Per Annum	Per Semester	Per Annum
TUTION FEES (AUD\$)				
International Student Fees	\$7000	\$14,000	\$7000	\$14,000
Confirmation of Enrolment Fee (non-refundable)		\$500		\$500
Curriculum Access Fees (Billed at the beginning of each year)	\$250	\$500	\$250	\$500
NON TUITION FEES (AUD\$)				
Application Fee (non-refundable)		\$300		\$300
Refundable Security Deposit		\$1000		\$1000
Building Levy		\$500		\$500
Uniform		Buy from school uniform shop		Buy from school uniform shop
FULL FEE PAYING OVERSEAS STUDENTS IN JUNIOR AND SENIOR SECONDARY SCHOOL				
	Year 7 - Year 10		Year 11 & Year 12	
	Per Semester	Per Annum	Per Semester	Per Annum
TUTION FEES (AUD\$)				
International Student Fees	\$9000	\$18000	\$9000	\$18000
Confirmation of Enrolment Fee (non-refundable)		\$500		\$500
Curriculum Access Fees (to be billed at the beginning of each year)	\$400	\$800	\$400	\$800
NON TUITION FEES (AUD\$)				
Application Fee (non-refundable)		\$300		\$300
Refundable Security Deposit		\$2000		\$2000
Building Levy		\$700		\$700
Uniform		Buy from school uniform shop		Buy from school uniform shop

Office Use Only

☐ Alumni		☐ New enrolment	
☐ Primary School		☐ Secondary School	
Date of enrolment at school: ____/____/____		Student enrolled in (K-12) ☐ ☐	
Student enrolment in AICS system: ____/____/____		☐ Alumni Transfer to enrolment ☐ New Entry	
Alumni student number:		New student number issued:	
Family Group #		Roll Class (eg Ahmad, 10E)	
Name of Legal care Provider			
Record of evidence supplied ☐ Yes ☐ No Original documents <i>must be sighted and photocopied.</i> Student Identity (name & age eg birth certificate, passport etc) ☐ Birth certificate ☐ Citizenship documentation (where applicable) ☐ Most recent previous school reports and any external test results (where applicable)		Residential address (eg rates notice, rental agreements, electricity accounts etc)	
In addition, for students who are not Australian citizens, more information is required.			
Passport or travel documentation no.		Country of Issue	
Current visa sub-class (if applicable)		Previous visa sub-class(if applicable)	
Medical / emergency plans sighted and copied? ☐ Yes ☐ No		Disability or other support needs? ☐ Yes ☐ No	
ACIR Immunisation Statements sighted, , and a copy retained, for students enrolled in a NSW primary school for the first time ☐ Yes ☐ No		If yes, ACIR Immunisation History statement indicates immunisation status ☐ Yes ☐ No	
Any family law, AVOs or other relevant court order sighted and copied ☐ Yes ☐ No		For parent not living with student ☐ Shared Parental responsibility ☐ Receive academic report	
Comments:			
Date of correspondence with parent/carer			
Acknowledgement date from parent/carer			
Interview schedule date 1			
Interview schedule date 2			

Interview Check List		
Enrolment interview conducted? ☐ Yes ☐ No	Special circumstances, additional support needs and student history assessed? ☐ Yes ☐ Not Required	
Risk assessment required? ☐ Yes ☐ No	If yes, risk assessment conducted. ☐ Yes ☐ No	
Is personalised learning and support required for this student? ☐ Yes ☐ No	If yes: Consultation with parents/carers conducted	
Planning to personalise learning and support completed? ☐ Yes ☐ Not Required	Behaviour Management Plan (violence) developed?* ☐ Yes ☐ Not Required	
Behaviour Management Plan (other) developed?* ☐ Yes ☐ Not Required	Individual Health Care Plan developed?*	
Emergency response plan developed?** ☐ Yes ☐ Not Required	Communication of documented provision/s and plan/s to relevant staff? ☐ Yes ☐ No	
<i>* It may be necessary to defer the finalisation of enrolment until this action has been taken. This may require development of an interim plan until all relevant medical or other information has been obtained. Consideration must be given to all special needs when developing behaviour management or health care plans. Any deferral should be no more than reasonably necessary to collect the required information.</i> <i>An emergency response plan must be included in the student's individual health care plan where the student is diagnosed at risk of a medical emergency.</i> <i>** Where a student has been diagnosed at risk of anaphylaxis the emergency response plan will be the ASCIA Action Plan for Anaphylaxis, which will be provided by the parent, completed and signed by the treating doctor.</i>		
Interview outcome		
☐ Attach Teacher interview Reports	☐ Attach Test Results	
Sign by Teacher (interviewer)	Sign by Head of School	
Principal's Note		
On the basis of information provided on this form and gained from the required assessment		
☐ I accept, or ☐ I decline this application to enroll		
Comments:		
Signature of Principal		
Name	Date:	
For Enrolment office only		
Date of correspondence with parents:		
Application Status: ☐ Successful ☐ Unsuccessful		
In case of unsuccessful, please describe the reason in detail.		
Transfer to student date		
Name of Enrolment officer	Signature	Date:

Important information

The AICS Board continues to commit itself to the overall improvement of facilities at the College as well as working with the Principal to ensure that educational standards are met and that the religious ethos is maintained. The Board has allocated the necessary funds to improve the IT infrastructure, recreational facilities for students and the ongoing maintenance of buildings.

The AICS Board maintains healthy communications with the community to ensure that their voices are heard and makes decisions based on sound information.

The AICS Board is committed to a vision of continuous improvement of the College to best serve the families who choose the AICS as the preferred school for their children.

School policies and procedures are located at the website (<http://www.aics.nsw.edu.au/policies/>).

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1. AICS Anti Bullying Policy
2. AICS Boys Hair Policy
3. AICS Community Grievance Procedures
4. AICS Complaints Policy
5. AICS Enrolment Policy
6. AICS Child Protection Policy
7. AICS Uniform Policy
8. Student Behaviour Management Policy Secondary School
9. Student Behaviour Management Policy Primary School

All forms can be downloaded from college website (<http://www.aics.nsw.edu.au/forms/>)

****Things to remember****

- All fee due must be paid upfront before the start of the course.
- College prefers the fee to be paid through BPay.
- School term date information is available at website.
- Newsletter is published every three weeks on the website.
- Office timings during school terms are
 - 8:00 am to 4:00 pm (Monday to Friday)
- Office timings during terms break are
 - 9:00 am to 2:00 pm (Monday to Friday)
- College encourages green planet policy; all correspondence will preferably be sent via email.
- Please inform us in writing ASAP if there is any change in information provided to the college at the time of enrolment.
- It is mandatory to attend parent teacher interview
- All visits are subject to prior appointments
- College is not responsible for any loss or theft of any personal belongings.
- Punctuality must be adhered.



**I INSIST YOU TO STRIVE. WORK, WORK AND ONLY
WORK FOR SATISFACTION WITH PATIENCE,
HUMBLENESS AND SERVE THY NATION.
(MUHAMMAD ALI)**



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