



Enrolment Procedure at Al Iman College

Al Iman College enrolls students in all years subject to availability of vacancies. The following enrolment process must be followed for all enrolment applications.

1. Apply online or in person
2. Duly filled and signed “Student Enrolment Form” must be lodged with the following supporting documents:
 - i. Birth Certificate/Passport
 - ii. Proof of Citizenship or Copy of Visa if relevant
 - iii. Immunisation certificate from Medicare
 - iv. Last 2 Semester school reports & NAPLAN if applicable
3. Enrolment form will be checked by the Office Manager/Registrar and enrolment request will be forwarded to the Admissions Committee which will consider the enrolment request and make a determination based on the selection criteria and priority considerations.
5. The student must attend an interview if invited to do so
6. The applicant must attend for an academic assessment when invited to do so.
7. A letter or email indicating acceptance, placement on a waiting list, or non-acceptance will be communicated in writing to the Applicant.
8. When College makes an enrolment offer by way of a letter/call of offer to the Applicant, in order to accept the offer, the due fee must be paid fully within two weeks from the date of offer.



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9. The place in the College is not confirmed until all documents and fees as requested by the College have been received. This includes, among other things:
- (a) signed acceptance letter from the Applicant of the Student which acknowledges acceptance of:
 - (b) Terms and Conditions of Enrolment;
 - (c) Parent Code of Conduct; and
 - (d) Student Code of Conduct.
8. If a Student is enrolled and then withdraws before commencement date or defers to a year where only a waiting list exists, all fees previously paid, except the Enrolment Fee, will be returned, provided a minimum of 10 term weeks' notice in writing is provided to the College.
9. Lodgement of the Enrolment Application Form does not guarantee enrolment of the Student at the College.
10. Once enrolled at the College a Student's enrolment will continue through to Year 12, unless the Student is formally withdrawn at the initiative of the College or the Applicant.

Evaluation:

This policy will be reviewed as part of the College' four year review cycle.

Date Reviewed/Implemented	Week 4 – Term 4 – 2020
Next Review Date	Week 4 – Term 4 – 2024 (or earlier if deemed necessary)