



STUDENT ENROLMENT FORM

Enrolment Procedure

Welcome to Al Iman College.

Jazakomullah ho khairan. Thank you for your interest in enrolling your child/children at our college.

Following are the steps that need to be followed in order to enrol your child/children at Al Iman College.

Step 1:

Complete and lodge filled enrolment form in person at our main office at;

20 – 40 Rees Road, Melton South, Vic – 3338

Or send it by mail to our postal address; PO Box 2337, Melton South, Vic – 3338

Or email it to; enrolments@aliman.vic.edu.au

Please ensure (by ticking the boxes) that following documents are attached with the form.

- 1 Copy of Birth certificate.....
- 2 Copy of Immunisation history statement.....
- 3 Copy of Residency status (copy of child's passport or copy of both parents' passports or citizenship certificate)
- 4 Copy of Previous school report
- 5 Copy of Custody related documentation (if Applicable)

Make sure that the form is signed by both parents/guardians.

Step 2:

An interview/assessment may form as part of the offer process. Once the application is assessed and approved, an offer letter will be issued along with an account statement. This offer will be based on a probationary period of one semester (six months).

Step 3:

Once an offer is received, families should confirm their acceptance by paying a non-refundable and non-transferable fee mentioned in the account statement.

You can pay by **cheque** or **EFTPOS** at our office or pay by **online transfer** to the College bank account as per the instructions given in the account statement.

For Office Use Only – Form cannot be processed for admission until all the boxes in green column are ticked "Yes"

Date Received:	___/___/_____	Copy of Birth Certificate	Yes <input type="checkbox"/> No <input type="checkbox"/>
Enrolment Fee Receipt No		Copy of Immunization History Statement	Yes <input type="checkbox"/> No <input type="checkbox"/>
Date of Entering Data	___/___/_____	Copy of Previous School report	Yes <input type="checkbox"/> No <input type="checkbox"/>
Student ID		Copy of Residency Status (Passport <input type="checkbox"/> / visa <input type="checkbox"/>)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Family ID		Copy of Custody related documentation (if Applicable)	Yes <input type="checkbox"/> No <input type="checkbox"/>

Information and Privacy

Al Iman College is committed to provide quality education to our students. The College needs to ask for personal information from students, parents and guardians so it can plan, provide and report on its services and to satisfy the College's legal obligations.

We believe an individual's right to keep their personal and sensitive information private is highly important. We are committed to protecting and maintaining the privacy, accuracy and security of your personal and sensitive information in line with the "Australian Privacy Principles" (APPs).

Applying for Grade (for example Year 1):	In Year (for example 2028):
Has the student attended a school in Victoria: <input type="checkbox"/> Yes / <input type="checkbox"/> No	School Name:
State / Territory:	Country (if not Australia):
Year / Level / Grade attained:	Date of leaving:

Section 1 Student Details

Surname:			
Given Name:			
Middle Name:			
Preferred name (if any):			
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	
Date of birth:			
Victorian student number (VSN):	<input type="checkbox"/> Yes _____	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
Student's residential address (street number and name):			
Suburb / Town:		Post Code:	
Student's postal address (if different from above):			
Suburb / Town:			

Section 2 Additional Student Information

Is the student of Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> Yes, both Aboriginal and Torres Strait Islander
Does the student speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify: _____
Is the student an Australian citizen or permanent resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, what is the visa subclass number: (e.g. 482, 491)	_____ <input type="checkbox"/> Copy of visa attached?
If born overseas, on what date did the student arrive in Australia?	/ /
In which country was the student born?	<input type="checkbox"/> Australia <input type="checkbox"/> Other – please specify: _____

Section 3 Special Family Circumstances

Special family circumstances include a single parent, dual custody, foster care, court orders, access restrictions etc. Please provide details of the circumstances.

Are supporting legal documents attached?

Yes

No

Section 4 Parent/Guardian Information

	Parent / guardian 1	Parent / guardian 2
Title: (Mr/Ms/Mrs/Miss)		
Surname:		
First name:		
Middle name:		
Date of birth:		
Country of Birth		
Current Occupation:		
Place of Work:		
Healthcare card number (CRN):		
Relationship to student: (e.g. father, mother, etc.)		
Responsible for parenting*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Lives with student*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Receive reports etc.*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Contact this person in an emergency?*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (If all the No boxes above are ticked, please ensure Section 3 is completed.)
Home phone:		
Work phone:		
Mobile:		
Email:		
Residential address:		
Suburb/town:		
Postcode:		
Postal address: (if different from above)		
Suburb/town:		
Postcode:		

Section 5 Parent / Guardian Background Information

The information requested in this section is collected for national reporting purposes. All parents across Australia are being asked to provide this information. It will be used to assist school education authorities in ensuring funding and teaching resources are appropriately allocated to schools as part of the *National Education Agreement*.

Does the parent/guardian speak a language other than English at home?

If more than one language, indicate the one that is spoken most often.

Parent / guardian 1	Parent / guardian 2
<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify _____	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify _____

What is the **highest** year of primary or secondary school the parent/guardian has completed?

For persons who have never attended school, mark Year 9 or equivalent or below.

Parent / guardian 1	Parent / guardian 2
<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below

What is the level of the **highest** qualification the parent/guardian has completed?

Parent / guardian 1	Parent / guardian 2
<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced diploma/Diploma <input type="checkbox"/> Certificate I to IV (including trade certificate) <input type="checkbox"/> No non-school qualification	<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced diploma/Diploma <input type="checkbox"/> Certificate I to IV (including trade certificate) <input type="checkbox"/> No non-school qualification

What is the occupation group of the parent/guardian?

Please select the appropriate parental occupation group below (for more details refer to Appendix 1).

If the person is not currently in paid work but had a job or retired in the last 12 months, please use the person's last occupation.

Parent / guardian 1	Parent / guardian 2
<input type="checkbox"/> Group 1 Senior management in large business organisation, government administration, and qualified professionals <input type="checkbox"/> Group 2 Other business managers, arts/media/sportspersons, and associate professionals <input type="checkbox"/> Group 3 Tradesmen/women, clerks and skilled office, sales and service staff <input type="checkbox"/> Group 4 Machine operators, hospitality staff, assistants, labourers and related workers <input type="checkbox"/> Other Not in paid work in the last 12 months	<input type="checkbox"/> Group 1 Senior management in large business organisation, government administration, and qualified professionals <input type="checkbox"/> Group 2 Other business managers, arts/media/sportspersons, and associate professionals <input type="checkbox"/> Group 3 Tradesmen/women, clerks and skilled office, sales and service staff <input type="checkbox"/> Group 4 Machine operators, hospitality staff, assistants, labourers and related workers <input type="checkbox"/> Other Not in paid work in the last 12 months

Section 6 Sibling Information

Does the student have any brothers or sisters at this college?

Yes No If yes, provide details below

Sibling's given names	Surname	Date of birth
		/ /
		/ /
		/ /
		/ /

Section 7 Additional Emergency Contacts

For an emergency where the parent/guardian/carer cannot be contacted, please provide alternative contacts. For independent students this is the 1st point of contact in an emergency.

	Contact 1	Contact 2
Title: (Mr/Ms/Mrs/Miss)		
Name:		
Relationship: (e.g. aunt, friend)		
Phone 1:		
Phone 2:		

Section 8 Medical Details and Consent

Does your child suffer from any of the following?
(Tick all the boxes that apply)

- | | | |
|---|---|---|
| <input type="checkbox"/> Anaphylaxis | <input type="checkbox"/> Asthma | <input type="checkbox"/> Allergies |
| <input type="checkbox"/> Seizure disorder (e.g. epilepsy) | <input type="checkbox"/> Hearing impairment | <input type="checkbox"/> Physical disability |
| <input type="checkbox"/> Speech impairment | <input type="checkbox"/> Visual impairment | <input type="checkbox"/> Intellectual/learning impairment (e.g. dyslexia) |
| <input type="checkbox"/> Acquired brain impairment | <input type="checkbox"/> Diabetes | <input type="checkbox"/> Mental health or behaviour issue (e.g. ADHD) |
| <input type="checkbox"/> Other, please specify: _____ | | |

If you have ticked any of the boxes above; a Student Health Support Plan must be completed for each student with an identified health care need other than anaphylaxis or an allergy. This plan outlines how the college will support the student's health care needs and must be completed in consultation with parents/carers and guided by medical advice.

Students whose only health care need is anaphylaxis or an allergy, do not require a Student Health Support Plan, but should instead follow the requirements of the Anaphylaxis Policy and/or the Allergies Policy (contact office for relevant forms).

Please note that the child will not be allowed to commence schooling until all necessary health related paperwork is complete.

Provide details below if the student has any other special needs or requires support in the college (including details of previous special needs assessments undertaken by a school etc.)

Relevant medical forms completed and attached:

Yes No, not required

ENROLMENT AGREEMENT

Al Iman College

This Enrolment Agreement sets out the terms and conditions upon which Al Iman College agrees to enrol the Student. By signing this Agreement, the Parent/Guardian agrees to comply with the terms of this Agreement and all policies of the College as amended from time to time.

1. College Authority

- 1.1 Al Iman College reserves the right to manage the conduct, operations and policies of the College and to determine all matters relating to the administration of the College.
 - 1.2 The College reserves the right to change, reorganise, relocate, curtail or cease any activity or operation of the College at its sole discretion.
 - 1.3 The College may vary these Conditions of Enrolment and any related policies from time to time.
 - 1.4 Parents/Guardians are responsible for keeping themselves informed of any changes which may be communicated through written notice, College communication systems, or the College website.
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2. Processing of Enrolment

- 2.1 Processing of an enrolment application will commence only after the College receives:
 - A completed enrolment form
 - All required supporting documentation
 - 2.2 Submission of an application does not guarantee acceptance.
 - 2.3 The College retains discretion regarding the acceptance or refusal of any application.
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3. Offer of Placement

- 3.1 An offer of placement is secured when the Parent/Guardian:
 - Accepts the offer of enrolment; and
 - Pays the required enrolment fees.
 - 3.2 Required fees include:
 - A minimum of one Term's tuition fee
 - The General Levy
 - The Enrolment Fee
 - 3.3 The Enrolment Fee is non-refundable.
 - 3.4 Fees paid in advance may be refunded if the application is withdrawn prior to the student commencing, except for the enrolment fee.
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4. Contractual Obligation to Pay Fees

- 4.1 In consideration of the College accepting the enrolment of the student, the Parent/Guardian agrees to pay all tuition fees, levies and charges determined by the College.
 - 4.2 The obligation to pay fees:
 - Is unconditional
 - Is not dependent upon the student's attendance
 - Continues for the duration of the student's enrolment unless terminated in accordance with this Agreement
 - 4.3 Where more than one Parent/Guardian signs this Agreement, liability is joint and several.
-

5. Fees and Payment Terms

- 5.1 Fees are billed in advance in four equal instalments per year.
- 5.2 Accounts must be paid within 14 days of the issue date unless otherwise agreed by the College.
- 5.3 Parents/Guardians are responsible for:
 - Damage caused by the student to College property
 - Medical expenses or materials authorised by the Principal
- 5.4 Where fees remain unpaid, the College may:
 - Withhold academic reports or results
 - Restrict participation in certain activities
 - Prevent the Student from re-entering classes in a new term

6. Variation of Fees

- 6.1 The College reserves the right to vary tuition fees and charges periodically.
- 6.2 Parents/Guardians will be notified of any changes.
- 6.3 Continued enrolment following notification constitutes acceptance of revised fees.
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7. Financial Hardship

- 7.1 Parents experiencing financial difficulty should contact the College to discuss payment arrangements.
- 7.2 The College may approve alternative payment arrangements at its discretion.
- 7.3 Any approved arrangement must:
- Be documented in writing; and
 - Be strictly complied with.
- 7.4 Failure to comply with an agreed arrangement constitutes a breach of this Agreement.
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8. Default and Suspension

- 8.1 A default occurs where:
- Fees remain unpaid after the due date; or
 - An agreed payment arrangement is breached.
- 8.2 The College may issue a Notice of Breach requiring payment within at least 14 days.
- 8.3 If the breach is not remedied within that period, the College may suspend the student from classes or College activities.
- 8.4 Suspension does not remove the obligation to pay outstanding fees.
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9. Termination of Enrolment

- 9.1 If fees remain unpaid following suspension and reasonable opportunity to remedy the breach has been provided, the College may terminate the student's enrolment.
- 9.2 Upon termination:
- All outstanding fees become immediately payable
 - The student's enrolment is cancelled
 - The College may refuse re-enrolment
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10. Recovery of Outstanding Fees

- 10.1 The College may recover unpaid fees by any lawful means including:
- Referral to a debt collection agency
 - Legal proceedings
- 10.2 Parents/Guardians agree to indemnify the College for reasonable recovery costs, including legal costs.
- 10.3 The Parent/Guardian consents to the College providing relevant information to debt collection agencies or credit reporting bodies for the purpose of recovering outstanding debts.
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11. Non-Attendance

- 11.1 The obligation to pay fees remains regardless of whether the student attends the College.
- 11.2 Non-attendance does not constitute withdrawal unless written notice is provided in accordance with this Agreement.
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12. Withdrawal of Students

- 12.1 One full Term's written notice must be provided to the Principal when withdrawing a student.
- 12.2 If the required notice is not provided, the College may charge one full Term's tuition fees.
- 12.3 If withdrawal occurs during a Term, the full fees for that Term remain payable.
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13. Separated Parents

- 13.1 Each Parent/Guardian signing this Agreement remains jointly and severally liable for all fees.
- 13.2 Any private arrangement between parents regarding responsibility for fees does not bind the College.
- 13.3 The College may pursue either parent for the full amount of any outstanding fees.
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14. Attendance

- 14.1 Students are expected to attend the College for the duration of each school term.
- 14.2 Absence during term time requires written permission from the Principal except in cases of illness.
- 14.3 A written explanation must be provided for any illness-related absence.
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15. Religious Inclusion

15.1 Al Iman College operates on Islamic foundations and values.

15.2 Acceptance of enrolment signifies that Parents/Guardians support the Islamic ethos of the College.

15.3 Students are expected to participate in religious education classes and College activities reflecting these values.

16. Behaviour and Uniform

16.1 Students must maintain high standards of behaviour both inside and outside the College.

16.2 Students must wear the prescribed College uniform and comply with College rules and policies.

16.3 The Principal may suspend or permanently exclude a student where behaviour breaches College policies.

17. Medical Treatment

17.1 Where urgent medical treatment is required and Parents/Guardians cannot be contacted; authorised College staff may arrange necessary medical treatment.

17.2 Parents/Guardians remain responsible for all associated costs.

18. Technology Access

18.1 Students may access electronic resources and network services for educational purposes.

18.2 Students must use technology responsibly and comply with College policies.

19. Parent Code of Conduct

19.1 The College expects Parents/Guardians to behave respectfully toward staff, students and members of the College Community.

19.2 The College Community includes staff, students, parents, carers, relatives, supporters and invitees when attending the College or College-related activities.

19.3 Parents/Guardians must support the College's policies and maintain respectful communication with staff.

20. Breach of Parent Code of Conduct

20.1 Where a Parent breaches this Code, the Principal may implement one or more of the following actions:

1. Request that the conduct cease
 2. Issue a written warning
 3. Ban the Parent from College grounds
 4. Exclude the Parent from College events
 5. Require communication only through a nominated representative
 6. Terminate the enrolment of the Parent's student(s)
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21. Early Learning Centre

21.1 A proportion of funds raised or fees collected by Al Iman College may be used to support the operation of Al Iman College Early Learning Centre.

22. Principal's Discretion

22.1 The Principal has the authority to make decisions regarding the interpretation and application of this Agreement and all College policies.

22.2 The Principal may exercise reasonable discretion in circumstances not specifically addressed within this Agreement where it is necessary to ensure the proper administration, safety, and welfare of the College community.

22.3 Decisions made by the Principal in relation to student discipline, enrolment matters, and the application of College policies will be made in good faith and in the best interests of the College community.

23. College Policies

23.1 Parents/Guardians acknowledge that the College maintains a range of policies governing the operation of the College and the conduct of students and members of the College community.

23.2 These policies may include, but are not limited to:

- Fee Management Policy
- Uniform Policy
- Student Behaviour and Discipline Policies
- Technology and Internet Use Policies
- Attendance Policies
- Child Safety Policies
- Parent Code of Conduct

23.3 Parents/Guardians agree to comply with all current College policies and any policies introduced or amended from time to time.

23.4 College policies may be amended by the College at its discretion and will take effect once published or communicated through the College's usual communication channels.

23.5 Continued enrolment of the student constitutes acceptance of all current and future College policies.

Parent/Guardian Declarations

By signing this Agreement, the Parent/Guardian confirms that:

- All information provided in the enrolment application is true and correct.
- The College will be informed promptly of any changes to that information.
- They accept the Parent Code of Conduct, Uniform Policy, and all College policies.
- They agree to pay fees in accordance with the College's Fee Management Policy.
- They authorise the College to obtain relevant information from the Student's previous school if transferring.
- They consent to emergency medical treatment if necessary.
- They agree to reimburse the College for any medical expenses incurred.
- They consent to medical condition information being displayed where necessary for student wellbeing.
- They accept joint and several liability for all fees and charges.

Parent/Guardian Signatures

(Signature of) Father/Guardian 1

Date: ____/____/____

(Signature of) Mother/Guardian 2

Date: ____/____/____

APPENDIX 1

List of Parent or Guardian Occupation Groups

Group 1

Senior management in large business organisation, government administration and defence, and qualified professionals

Senior executives/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 a 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

Other business managers, arts/media/ sportspersons and associate professionals

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, clerks and skilled office, sales and service staff

Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/ women are included in this group.

Clerks [bookkeeper, bank clerk/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 desk, admissions clerk]

Skills office, sales and service staff

Office [secretary, personal assistant, desktop publishing operator, switchboard]

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

Machine operators, hospitality staff, assistants, labourers and related workers

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 staff [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 are 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]