



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; info@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 Australian Passport or copy of both parents' passports and citizen certificates).....
- 4 Copy of Custody related documentation (if Applicable).....
- 5 Copy of Previous School report (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 fees 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 Certificate	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Date of Entering Data	___/___/___	Copy of Previous School report (If applicable)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Student Code		Copy of Residency Status (Passport <input type="checkbox"/> / visa <input type="checkbox"/>)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Family Code		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 Grade 1):	In Year (for example 2017):
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. 457, 489)	_____ <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

Conditions of Enrolment

The college reserves the right to manage the conduct of the College and determine its policies, including the right to change, re-organise, re-locate, curtail or cease any or all of the activities or operations of the College. The College may exercise this right at any time in its sole and absolute discretion.

The College may vary these conditions of enrolment at any time without prior notice. It is parents/guardians responsibility to keep themselves informed of these changes. The College may inform of these changes through a written notice to the parent/guardian, or by letter generally circulated to parents/guardians through the College's communication systems and/or updating them on College's website and will apply from the time they are transmitted.

Processing of enrolment request

Processing of enrolment request will commence following the lodgement of duly filled enrolment form along with required documentation.

Offer of Placement

An offer of placement in the College is secured upon payment of the Fee (minimum of one Term fee plus stationary fee of \$300 and a enrolment fee of \$50). Fee paid in advance will be refunded if the application is withdrawn prior to the student's commencement except enrolment fee of \$50 which is non-refundable.

Fees and Other Charges

Fees and charges are billed in advance in four equal instalments. Accounts are payable within 14 days from the date of issue. The College may not permit a student to re-enter classes in a new Term when fees remain outstanding. The College is entitled to withhold from releasing a student's results until their relevant College fees are paid. Parents who are experiencing financial difficulties in meeting scheduled fee payments at any time during the year must contact the College to make suitable arrangements. If fee is not paid on time or adequate arrangements are not made then account may be referred to debt collectors and you may also be liable for any collection costs.

Parents are responsible for payment for avoidable breakage or damage to College property caused by the student.

The Principal may authorise particular expenditures (for example medical expenses or College materials) to be charged to the student's account.

Withdrawal of a Student

If a student is withdrawn from the College during the school year, a term's notice in writing must be given to the Principal before the removal of a student. If the required notice is not given, a fee of up to one full Term's fees may be charged.

If a student is withdrawn during the Term (even if the student has attended the college for one day), the parents/guardians are responsible to pay in full any fee for that particular term.

Attendance

All the Students are expected to be in attendance at the College for the duration of each college term. Only in extreme circumstances will permission be given for a student to return late or leave early for term vacations, or to be absent during term. In the case of absence during term time, parents/guardians must seek permission in writing from the Principal. In case of prolonged leave, all the fees must be paid in advance to retain their place in the College.

In the case of illness, a written explanation from the parent/caregiver is required for every absence on the next day of attendance at the College.

Religious Inclusion

Acceptance of enrolment at Al Iman College implies both parents/guardians acceptance of the Islamic foundations, values and practices of the College and the importance of regular opportunities to affirm these values and practices in religious education classes, rituals and College activities. Islamic values are a compulsory part of the College's ethos and a vital element in the spiritual development of students. Continuing enrolment is contingent upon commitment to these requirements.

Standards of Dress and Behaviour

Al Iman College expects a high standard of behaviour of students inside and outside the College. Parents/guardians are expected to reinforce the need to treat others with courtesy and respect and to make responsible decisions, which show consideration of others. All students are required to be neatly dressed and to wear the prescribed College uniform.

A student may be asked to leave the College temporarily or permanently at the discretion of the Principal, in accordance with the College's religious education, pastoral care, college discipline policy and student conduct policies.

Medical

In the event of injury or illness to the student, arranging an ambulance and necessitating hospital or medical treatment, including injections, blood transfusions and the like and where the parent or caregiver cannot be contacted to authorise such treatment and arrangement, a responsible member of Al Iman College staff is automatically empowered to give the necessary authority for such treatment and arrangement without the College or such person incurring any legal liability whatsoever. Parents and guardians are responsible for all associated costs.

Technology Access

The College supports student access to electronic information resources and networked services to enhance learning opportunities. Communications on the network are often public in nature and general college rules for behaviour and communication apply. The network is provided for students to conduct research and to communicate with others as part of the educational program. Students are expected to act in a considerate and responsible manner.

Al Iman ELC

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

Parent code of conduct

Al Iman College aims, with your cooperation and support, to provide the best education for your child. To ensure such cooperation and support, this Code of Conduct outlines the college's expectations for all parents and guardians (collectively) with students enrolled at the College.

In developing this Code of Conduct, the College recognises that Parents ultimately want the best for their children. However, the College also expects Parents to recognise that it must ultimately balance the interests of all of the College's stakeholders (including not only students and Parents, but also the College's staff and their right to a safe working environment). This Code of Conduct operates in addition to any other College policies and procedures which apply to Parents and may be varied from time to time by the College in its absolute discretion.

For the purpose of this Policy 'College Community' comprises the Principal, staff, coaches, employees, students, parents, guardians, step-parents, relatives, friends, supporters, carers and invitees of the College, when in the College environment or when attending any College related function or activity at any other location.

Parents/guardians and students agree to be bound by the Parent Code of Conduct when parents/guardians sign the Enrolment Agreement with the College. Although stepparents, relatives, friends, supporters and carers of the students at the College are not a party to that Enrolment Agreement, this Parent Code of Conduct is a guide for them about expected standards of behaviour.

The Principal will have absolute discretion for deciding how to best respond to concerns about a Parent's compliance with this Code of Conduct. Where the Principal considers that a Parent has breached this Code of Conduct, the Principal may implement one or more of the following consequences (and not necessarily in any particular order):

1. A request that the relevant conduct immediately cease.
2. A written warning.
3. A Parent (or another relevant person) being banned from college grounds, either for a particular period of time or permanently.
4. A Parent (or another relevant person) being excluded from college activities or events.
5. A requirement that a Parent (or another relevant person) only communicate with a nominated college representative.
6. Termination of the enrolment of a Parent's student(s).

Parents'/guardians' signatures

I/We agree that all the information contained in this application form is true and correct in every particular. I/we will promptly advise the college if any of the information contained in this application changes or becomes inaccurate.

I/we agree that if this application for enrolment is accepted the relationship between me/us and the college shall be regulated by the 'Parents Code of Conduct' as approved by the Principal of the College and we accept that we are liable jointly and severally for all amounts due to the College.

We do hereby confirm that we have read and understood the Al Iman College 'Uniform Policy' and agree to comply with all aspects of the policy.

If my/our child/children is/are transferring from another school, I/we authorise Al Iman College to obtain from that school other information as you may require.

Services require permission from parent/guardians to publicly display information about children's medical conditions, displaying this reminds all staff of each child's health and wellbeing needs.

I agree to have my child's medical condition information displayed within the service.

I /we consent to the staff/educators of the children's service seeking, or where appropriate, administering necessary emergency, medical, dental, hospital or ambulance treatment as is reasonably necessary, in the event of any form of illness or accident occurring to the child as the service may determine in its absolute discretion. I/we will reimburse any necessary expenses incurred by the service

I/we have read, fully understand and accept the conditions stated in the Fee/ Payment Procedure. I agree to pay fees in accordance with the conditions in this procedure.

Both parent signatures are required, unless the parent is the sole custodian, in which case a copy of the relevant court order (where a custody order exists) should be provided.

(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]