



Islamic College Of Melbourne

Enrolment Form 2021

OFFICE USE ONLY

Family Name: _____

Student Name: _____

Year Level of Entry: _____

Date Received: _____

Enrolment Fee paid (Non-refundable and non-transferable): _____

Commencement Date: _____

Passport / Visa No: _____

Other Documents: e.g. Custody Orders: _____

Acknowledgement letter sent: _____

Received By: _____

1) STUDENT PERSONAL DETAILS

Family Name:

Given Name:

Preferred Name:

Date of Birth

Gender (please circle): Male / Female

Application for Year (please circle): F 1 2 3 4 5 6 7 8 9 10 11 12

2) RESIDENTIAL AND CONTACT DETAILS

Please note that the address entered in this section of the form, will be the address all correspondences are mailed to. Should you change addresses after this form is submitted, please contact the college to amend your details.

Residential Address:

Suburb:

Postcode:

Telephone:

Email:

Nationality:

Student's place of residence (Please tick whom the students live with):

Mother

Grandparent/s

Aunt

Father

Brother

Uncle

Guardian

Sister

Other _____
(E.g. Custody / Visitation etc.)

3) RESIDENTIAL STATUS

Is your child an Aboriginal or a Torres Strait Islander? Yes No

Main Language spoken at home:

Students Nationality:

Country of Birth: _____

(If born in Australia, please proceed to Section 4)

If born overseas, please indicate date of entry into Australia: _____

(A photocopy of an Australia citizen certificate, valid VISA or Passport must be attached)

If applicable, name the first school attended in Australia: _____

Year of completion from this school: _____

If applicable, is the student on a VISA or Refugee Status? Yes No

Please indicate the type of VISA or Refugee Status:

Expiry Date:

Has the student attended an English Language School/Centre?

Yes (Please supply photocopy of school report) No

Name of English Language School/Centre: _____

Year of completion from this school/centre: _____

4) PARENTAL/GUARDIAN INFORMATION	
FATHER/GUARDIAN	MOTHER/GUARDIAN
Family Name:	Family Name:
Given Name:	Given Name:
Address:	Address:
Suburb:	Suburb:
Postcode:	Postcode:
Home Phone:	Home Phone:
Mobile Phone:	Mobile Phone:
Business Phone:	Business Phone:
Email	Email
An email must be entered as the college may contact you via email	
Religion:	Religion:
Main Language Spoken at Home:	Main Language Spoken at Home:
Country of Birth:	Country of Birth:
If born overseas, date of entry into Australia:	If born overseas, date of entry into Australia:
Visa No. (if applicable):	Visa No. (if applicable):
Ethnic Origin:	Ethnic Origin:
Nationality:	Nationality:
Name of Employer:	Name of Employer:
Business Address:	Business Address:
Occupation:	Occupation:
If Guardian, please state relationship to student:	If Guardian, please state relationship to student:

5) SUPPLEMENTARY ENROLMENT INFORMATION FOR NATIONAL REPORTING			
		Father/Guardian	Mother/Guardian
Highest level of primary or secondary school completed <i>(Please Tick)</i>	Year 12 or Equivalent	<input type="checkbox"/>	<input type="checkbox"/>
	Year 11 or Equivalent	<input type="checkbox"/>	<input type="checkbox"/>
	Year 10 or Equivalent	<input type="checkbox"/>	<input type="checkbox"/>
	Year 9 or Equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Highest qualification completed <i>(Please Tick)</i>	Bachelor degree or above	<input type="checkbox"/>	<input type="checkbox"/>
	Advanced Diploma/ Diploma	<input type="checkbox"/>	<input type="checkbox"/>
	Certificate I to IV (including trade certificate)	<input type="checkbox"/>	<input type="checkbox"/>
	No non-school qualification	<input type="checkbox"/>	<input type="checkbox"/>
All sections must be completed as required by the Department of Education and Training. Failure to complete this section may result in a refusal to process the application			

6) PREVIOUS SCHOOL/KINDERGARTEN DETAILS

Has the student attended kindergarten or schooling in Australia? Yes No (please proceed to Section 8)

Name of kindergarten or previous school: _____

Victorian Student Number (VSN): _____

Previous Year level: _____

Date of completion: _____

7) SPECIAL PROGRAM OR ASSISTANCE

Has your child been previously diagnosed with special needs? Yes No (please proceed to Section 9)

Please tick if the following have been part of your child's school education

- English as a Second Language Program Visiting Teacher
 Integration New Arrivals Program
 Special Needs Program

Are there any other issues about your child's learning and care that should be taken into account in our planning for his/her enrolment? Yes No

If yes, please specify: _____

Does your child have any special needs? Yes No

If yes, please specify: _____

Does your child receive a disability allowance from Centrelink? Yes No

Was your child eligible for Commonwealth funding for special needs? Yes No

Please indicate if any of the following (or other) areas may affect your child's schooling:

- Exceptional abilities Speech or Language disabilities
 Problems in home life Social Interaction

Please comment: _____

8) GOVERNMENT FINANCIAL ASSISTANCE

Do you have a Centrelink Healthcare Card? Yes Please provide Card Number: _____ No

Does your child receive: Youth Allowance: Yes No Abstudy: Yes No

9) MEDICAL CONDITIONS

Has your child been diagnosed with anaphylaxis? Yes No
Has your child been diagnosed with asthma? Yes No
Has your child been diagnosed with any allergies? Yes No

If 'Yes' an Action Plan must be provided to the college by his/her doctor and attached to this form.

Does your child have any health/ medical conditions of which the school should be aware?

Eye sight Hearing loss Speech Physical Disability
 Diabetics Other, please specify: _____

Is your child receiving regular treatment/medication? Yes No

If 'yes', please specify: _____

Has your child been diagnosed with any behavioural problems such as ADHD and/or Autism? Yes No

If 'yes', please provide details: _____

10) MEDICAL INFORMATION

Doctor's Name:

Phone No:

Address:

Medicare No:

Does your family have Medical Insurance? Yes No

Medical Insurance Name:

Card No:

Does your family have Ambulance Cover? Yes No

Membership No:

No

In the event of an accident or illness, if I/we cannot be contacted, I/we give consent and authorise the college to provide medical treatment and to contact an ambulance in an emergency.

Signature of Father/Guardian: _____ Date: _____

Signature of Mother/Guardian: _____ Date: _____

11) EMERGENCY CONTACT OTHER THAN PARENTS

Please give the name and telephone number of two people, **other than the parent/s or guardian**, who will act as a contact, should your child become ill at school and we are **UNABLE to contact you**:

Name of contact person:

Relationship to student:

Home Phone:

Business Phone:

Mobile Phone:

Name of contact person:

Relationship to student:

Home Phone:

Business Phone:

Mobile Phone:

12) FAMILY INFORMATION

Position of child in family? (e.g. First)

Do you have other children enrolled/enrolling at the Islamic College of Melbourne? Yes No, proceed to Section 13.

Name of Brother/s and Sisters	Date of Birth	Year/Class

13) ACCOUNT INFORMATION

I/We **take full responsibility** for the full payment of the tuition fees and any other fees for the duration of my/our child's education at the Islamic College of Melbourne (ICOM). If my/our financial situation changes, I/we shall contact the Accounts Department.

An interest free Student Enrolment Bond (SEB) deposit is to be paid upon confirmation of acceptance at the college.

The SEB is an interest free deposit of \$500 per student, up to a maximum of \$1000 per family, and will be refunded on written request, when a student leaves the Islamic College of Melbourne. This is subject to all financial commitments having been settled and the required notice of withdrawal being given. If not claimed within 6 months of a student leaving and the Islamic College of Melbourne having sent out notifications to this effect, the SEB will be transferred to the college's capital fund and deemed as a donation to the College.

The college reserves the right to review and revise fee levels on an annual basis. The college's regulations relating to fees and payments, including refunds, are described within the school's fee policy.

If I wish to withdraw my child from the college, I will provide one full term's notice. Should I fail to abide by this, I shall be responsible to pay a full term's fees.

If your child is accepted, please pay all the fees for the term in advance. If you wish to utilise the college bus service. The bus fees for the term must also be paid in advance.

I/We understand and accept that failure to pay the school fees on time will result in actions taken by the college up to and including termination of enrolment.

Mothers/Guardian's Signature:

Date:

Fathers/Guardian's Signature:

Date:

If English is not your primary language, and you need assistance in dealing with any school issues, please indicate a contact person we can speak to. If you do not require assistance, please proceed to Section 14.

Name:

Home Phone:

Business Phone:

Mobile Phone:

Address:

Signature:

Date:

14) PUBLICATION OF STUDENT WORK AND PHOTOGRAPHS

The Islamic College of Melbourne may publish photos, artwork etc. of your child. These may be published in or on our:

- *School Newsletter*
- *School Magazine*
- *School Website*
- *School Prospectus*
- *School Brochures*
- *School Displays*
- *Local Newspaper*
- *School Facebook Page*
- *School Instagram Page*
- All School Social Media Platforms

I _____ the parent/guardian of _____ give permission to publish my child's photograph, Art works etc. as indicated above.

Parent/Guardian Signature: _____ Date: _____

15) HOW DID YOU FIND OUT ABOUT THE COLLEGE?

- Friend Local Mosque ICOM Website
- Family Local Newspaper Word of Mouth Other

16) STEPS OF ENROLMENT

Once this form and all documentation has been submitted, the following procedure will apply:

1. For parents who completed an enrolment form and submit it with all required documents on time, a placement test will be arranged.
2. Letter of confirmation or rejection of enrolment will be sent to the parents
3. The college reserves the right to refuse any application for enrolment and is under no obligation to provide further explanation for its decision.
4. In conjunction with the Enrolment Coordinator, if accepted, the parent confirms the enrolment of their child.
5. A meeting with the Principal or a delegate is arranged at which both parents receive copies of the School's Policy Documentation if the student is accepted. There is an opportunity for explanation and discussion of these documents particularly:
 - The Statement of the Philosophy of Education
 - The Overview of Curriculum
 - The Learning and Teaching, Assessment and Reporting Policies
 - Student Welfare and Discipline Policies
 - An information pack will be given to the student/parents. It will include a booklist, uniform list, canteen menu, info pack and relevant policies.

Attendance to the Parent Information Session is compulsory and is a condition for the enrolment to be accepted. Parents who do not attend will automatically lose their position at the College

6. The student will be assigned a classroom.
7. An Orientation Day will be organised to familiarise the students with the school facilities.
8. Finally, the student will be introduced to the class teacher and class mates.
9. Ongoing enrolments is subject to parents/guardians completing the reenrolment form within the due date as shown on the form and paying the reenrolment fee. Failing to complete the form and make the payment on time will result in the student losing their position at the college and allocated to a student on the waiting list.

17) POLICIES AND PROCEDURES

THIS COLLEGE HAS A ZERO TOLERANCE FOR ABUSE OR ABUSIVE LANGUAGE TOWARDS STAFF MEMBERS. APPROPRIATE ACTION WILL BE TAKEN IMMEDIATELY IN THE EVENT OF ANY SUCH ACTION UP TO AND INCLUDING TERMINATION OF ENROLMENT.

The college will ensure that the information provided by parents/guardians will be kept confidential in accordance with the Commonwealth Privacy Act 1988 and the Victorian Privacy and Data Protection Act 2014.

The college may only disclose confidential or personal information as legally required to a third party. This may include Commonwealth and State government Departments, including the Department of Education & Training, the Department of Health and Human Services and/or Emergency Services.

The college reserves the right to refuse any application for enrolment and is under no obligation to provide further explanation for its decision.

I/We understand and agree to the Steps of Enrolment as mentioned in section 16 and extracted from the ICOM Enrolment Policy.

Upon enrolment at the Islamic College of Melbourne (ICOM) I/we agree to abide by **all the rules and regulations of the college including the specific rules and regulations as stated below.**

I/We shall:

- *Actively support the ideals and values of the College as expressed in the College Mission Statement.*
- *Fully support the Religious Education Program offered by the College.*
- *Support participation of my/our child in activities considered by the College as a necessary part of the curriculum.*
- *Ensure that my/our child attends the College regularly and punctually.*
- *Abide by all the policies and procedures of the Islamic College of Melbourne.*
- *Abide by the College Behaviour Management Policy.*
- *Agree to the school fees and levies as set by the College Board, and to pay all fees/levies by the due date.*
- *Provide one full terms notice should I/we wish to withdraw my/our child from the college. If one full terms notice is not received, I/we will be liable to pay one full terms school fees for the following term.*
- *Notify the College in writing of any changes of address or telephone numbers.*
- *Agree to a non-refundable Enrolment Fee whether or not my child is accepted by the College.*
- *Abide by the College's instructions regarding access to College grounds before, during and after school hours.*
- *Abide by the policies that the College may introduce concerning the safety of students.*
- *Abide by the rule that parents, guardians and carers must wear appropriate and modest attire around the College grounds at all times.*
- *Abide by the rule that the College is a total smoke-free zone.*
- *Not use Social Media to discuss or mention the College, its staff or any members of the College community in a negative or defamatory way.*
- *Not use Social Media as a means to voice grievances about the College*
- *Make reasonable efforts to ensure that my/our child complies with the College's Technology and Social Media Policy*
- *Not post photographs of students in school uniform representing the College and its students if they have the potential to bring negative connotations towards the College and its staff and students.*
- *Abide by the rule that in the case my children are not picked up on time after school, I will be required to pay a fine as decided by the College.*

I/We understand and agree that any violation of the items listed will trigger immediate action by the College up to and including termination of enrolment.

Mother's/Guardian's Signature:

Date:

Father's/Guardian's Signature:

Date:

CHECKLIST: Please tick boxes or circle where appropriate once you have completed the following:

Attached a photocopy of:

Proof of residency (e.g. Australian passport, Australian citizenship certificate or Visa)

Evidence child is attending Kindergarten (Foundation applications)

Primary School Reports (previous 2 Semesters)

NAPLAN Result for Yr 4, 6, 8 or 10 applications

Report from any Remedial Classes (e.g. Reading Recovery, Direct Instruction or Speech Pathologist), if applicable

Evidence of Medical Record, if applicable

Birth Certificate

Immunisation Certificates

Completed and signed relevant questions regarding:

Emergency Contact other than Parents

Account Information

Publication of student's work & photograph

Policies & procedure declaration

Is there any current Family Court or other court orders concerning the welfare, safety or parenting arrangements of your child/children? (Please provide a copy of any relevant current court order) **Yes / No**

Payment of the \$100 enrolment fee is to be paid when this form is submitted. This fee is non-refundable and non-transferable.

Islamic College of Melbourne
83 Wootten Road,
Tarneit VIC 3029

PO Box 8153

Tarneit VIC 3029

Phone: (03) 8742 1739

Email: enrolments@icom.vic.edu.au

Fax: (03) 8742 1959

Web: www.icom.vic.edu.au

College Bank details:

Bank: Commonwealth Bank

Acc Name: Islamic College of Melbourne

BSB: 063-622

Acc No: 1087 3748

Email: receivables@icom.vic.edu.au