



Islamic College of Melbourne

Enrolment Form 2027

OFFICE USE ONLY

Family Name: _____

Student Name: _____

Year Level of Entry: _____

SAP Enrolments: Yes No N/A

Date Received: _____

Enrolment Fee paid (Non-refundable and non-transferable): Yes No

Received By: _____

1) STUDENT PERSONAL DETAILS

Family Name:																
Given Name:	Preferred Name:															
Date of Birth	Gender (please circle): Male / Female															
Application for Year level (please circle):																
Primary:	Foundation	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6									
Secondary (Please tick):		<input type="checkbox"/> Year 7	<input type="checkbox"/> Year 8	<input type="checkbox"/> Year 9	<input type="checkbox"/> Year 10	<input type="checkbox"/> Year 10 Diploma in Islamic Leadership	<input type="checkbox"/> Year 11 VCE	<input type="checkbox"/> Year 11 VM (Vocational Major)	<input type="checkbox"/> Year 12 VCE	<input type="checkbox"/> Year 12 VM (Vocational Major)	<input type="checkbox"/> Year 7 SAP (Secondary Accelerated Program)	<input type="checkbox"/> Year 8 SAP (Secondary Accelerated Program)	<input type="checkbox"/> Year 9 SAP (Secondary Accelerated Program)	<input type="checkbox"/> 10 SAP Pre IB	<input type="checkbox"/> Year 11 IB (International Baccalaureate)	<input type="checkbox"/> Year 12 IB (International Baccalaureate)

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:	Post code:	
Telephone:	Email:	
Student's place of residence (Please tick whom the students live with):		
<input type="checkbox"/> Mother	<input type="checkbox"/> Grandparent/s	<input type="checkbox"/> Aunt
<input type="checkbox"/> Father	<input type="checkbox"/> Brother	<input type="checkbox"/> Uncle
<input type="checkbox"/> Guardian	<input type="checkbox"/> Sister	<input type="checkbox"/> Other _____ (E.g. Custody / Visitation etc.)

3) RESIDENTIAL STATUS

Is your child an Aboriginal or a Torres Strait Islander? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Main Language spoken at home:	Student's Nationality:
Country of Birth: _____	
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 of the first school attended in Australia: _____	
Year of completion from this school: _____	
If applicable, is the student on a VISA or Refugee Status? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Please indicate the type of VISA or Refugee Status:	Expiry Date:
Has the student attended an English Language School/Centre? <input type="checkbox"/> Yes (Please supply photocopy of school report) <input type="checkbox"/> 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: _____

Has your child ever been expelled from any School Yes No (Please proceed to section 7)

If yes Please specify :

Date of Expulsion: _____

Name of School : _____

Reason of Expulsion: _____

7) SPECIAL PROGRAM OR ASSISTANCE

Has your child been previously diagnosed with special needs? Yes No (please proceed to Section 8)

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?

Eyesight 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 ADHD, ADD and/or Autism? Yes No

If 'yes', please provide details: _____

Any medical condition must be clearly stated in the enrolment form. If parents fail to disclose this information to the College, including all relevant medical conditions, the College reserves the right to take action, up to and including cancellation of enrolment.

Parents must notify the College in writing of any changes to my child's medical conditions and details.

10) MEDICAL INFORMATION

Doctor's Name: _____ Clinic Phone No: _____

Address: _____

Medicare No: _____

Does your family have Medical Insurance? Yes No

Medical Insurance Company: _____ Membership Card No: _____

Does your family have Ambulance Cover? Yes No
Membership 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. In such cases, I will be liable for any medical/ambulance fees.

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 (1): _____

Relationship to student: _____

Home Phone: _____ Business Phone: _____ Mobile Phone: _____

Name of contact person (2): _____

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.
- I/We understand that if our child is accepted, an acceptance fee and an interest free Student Enrolment Bond (SEB) deposit is to be paid upon confirmation of acceptance at the College. Failure to pay the acceptance fee along with the bond by the due date will result in the withdrawal of the acceptance offer.
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, the SEB will be transferred to the college's capital fund and deemed as a donation to the College. The Acceptance Fee is Non-refundable and Non-transferrable.
- I/We understand that if we wish to utilise the College bus service, the bus fees for the term must also be paid in advance.
- I/We understand that 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 College's fee policy.
- I/We understand that if we wish to withdraw our child from the College, we will provide one full term's notice. Should we fail to abide by this, we shall be responsible to pay a full term's fees.
- I/We understand that we are liable to pay all costs (including legal and agent's fees) incurred by the College in connection with any recovery or attempted recovery of any overdue accounts.
- 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.

Signature of Father/Guardian :

Date:

Signature of Mother/Guardian :

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) Student Laptop Program

In today's technology-reliant world, learning how to effectively utilise and work with technology is an absolute necessity. It is important that we prepare students for the technology-reliant world of work after they complete my years of study. To support new ways of learning, students need to access appropriate resources and information that allows them to demonstrate various skills.

Students will receive the laptop model, which the College has decided is suitable for students to use at school and at home. Laptops will be installed with Microsoft Office, anti-virus, other necessary programs, and configured to work on the College network. The following items have been included:

- Accidental Damage Protection (3 years coverage & warranty) -
The Accidental Damage Protection Insurance Terms and Conditions is available on the Parent Portal for your convenience
- Laptop bag
- Software:
 - Microsoft Office Pro Plus
 - Anti-virus
 - Installed and configured to the college network

I/We understand and agree

- To purchase the laptop provided by the College and commit to pay the cost by the due date.
- That should my child withdraw from the Islamic College of Melbourne, I will be liable to pay in full the outstanding payment before my child's last day at school
- That I am responsible for repairing or purchasing a new laptop unless it is a fault of the manufacturer
- **That the laptop will be used by Secondary school students for a maximum of 3 years according to the following schedule:**
 - **For students joining ICOM in Year 7 or earlier**
 - **Laptop will be given in Year 7 transition week**
 - **Another new laptop will be given in Year 10 transition week**
 - **For students joining ICOM in Year 8**
 - **Laptop will be given in Year 8 transition week**
 - **Another new laptop will be given in Year 11 transition week**
 - **For students joining ICOM in Year 9 or later**
 - **Laptop will be given in transition week of my first year at school**
- That parents will pay for the laptop over four instalments as per the School Fees Policy
- To the conditions mentioned in the Student Laptop Policy
- That the laptop is for College purposes only and may be confiscated at any time if I breach the College policies and clauses of this agreement.
- That my child and myself need to comply with the policies set out by the College
- Should my child or I/We not comply with these policies, we understand that there are actions and consequences established up to and including cancellation of enrolment.
- That this Declaration will be binding for the duration of my child's enrolment at the Islamic College of Melbourne.

Signature of Father/Guardian :

Date:

Signature of Mother/Guardian :

Date:

15) 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:

- *College Newsletter*
- *College Magazine*
- *College Website*
- *College Prospectus*
- *College Brochures*
- *College Displays*
- *Local Newspaper*
- *College Facebook Page*
- *College Instagram Page*
- All College 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: _____

16) HOW DID YOU FIND OUT ABOUT THE COLLEGE?

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

17) 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. Students applying to the Secondary Accelerated Program for Year 7, 8 or 9 will be required to sit for an external test. The student must pass the external test to be considered entry into the Secondary Accelerated Program. Students who do not pass the external test, will be considered for the mainstream class. The cost of the test is \$75+gst and must be paid directly by the parents to "EduTest".
3. Letter of confirmation or rejection of enrolment will be sent to the parents.
4. The college reserves the right to refuse any application for enrolment and is under no obligation to provide further explanation for its decision.
5. In conjunction with the Enrolment Coordinator, if accepted, the parent confirms the enrolment of my child.
6. If the student is accepted, parents must attend the "Parents Information Sessions", where the College's expectations are explained and both parents are asked to attend. Parents will receive links to relevant College's policies and procedures.

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 my child's position at the College.
7. The student will be assigned a classroom.
8. An Orientation Program will be organised to familiarise the students with the school facilities and programs.
9. Finally, the student will be introduced to the class teacher/s and classmates.
10. Ongoing enrolments is subject to parents/guardians completing the Re-enrolment form within the due date as shown on the form and paying the Re-enrolment fee by the due date. Failing to complete the form and make the payment on time will result in the cancellation of the student's enrolment at the College.

18) POLICIES, PROCEDURES AND EXPECTATIONS

THE ISLAMIC COLLEGE OF MELBOURNE 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.

As parents, I/We understand and agree to the Steps of Enrolment as mentioned in section 17 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.**

As parents, I/we understand and agree that students are expected to:

- *Abide by the College's agreed rules, which are reflected in the afore-mentioned policies.*
- *Participate fully in the College's educational programs and to attend regularly.*
- *Respect the rights of others including the right to learn and the right to teach.*
- *Increasingly manage their own learning by setting goals and working to achieve these goals including seeking help when needed.*
- *Demonstrate respect for themselves, their peers, their teachers and all other members of the College community.*
- *Demonstrate positive behaviour that ensures the safety, security and enjoyment of others in the College community. This includes the use of technology, behaviour in the classroom, playground and during all other College activities.*
- *Value and care for College resources.*

As parents, I/We shall:

1. *Actively support the ideals and values of the College as expressed in the College Mission Statement.*
2. *Fully support the Islamic Sunni Religious Education Programs offered at the College.*
3. *Support participation of my/our children in activities considered by the College as a necessary part of the curriculum.*
4. *Ensure that my/our children attends the College regularly and punctually.*
5. *Ensure my child are at the College on time and picked up promptly after school at dismissal time.*
6. *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.*
7. *Abide by the rule that in the event my child/children are requested to be collected from the sick bay, I will arrange for my child/children to be promptly collected.*
8. *Abide by all the policies and procedures of the Islamic College of Melbourne.*
9. *Abide by the College Behaviour Management Policy.*
10. *Show support for my children, the teachers and the College*
11. *Promote positive educational outcomes for my children by taking an active interest in my schooling and assisting children with my College work*
12. *Model appropriate behaviour and promote a climate of mutual respect*
13. *Attend meetings and parent/teacher interviews when necessary to ensure they are aware of my children's behaviour and education*
14. *Ensure my children participate in extra-curricular activities, including incursions, excursions and camps organised by the College as part of my curriculum*
15. *Support the College in maintaining a safe and respectful learning environment for all students*
16. *Communicate clearly and constructively with College staff regarding my children's learning and wellbeing*
17. *Update the College on any residential changes, e.g. change of Visa or citizenship status*
18. *Provide adequate recess and lunch to my children or provide my canteen order with the correct money*
19. *Agree to the school fees and levies as set by the College Board, and to pay all fees/levies by the due date.*
20. *Complete the Re-enrolment form and pay the re-enrolment fee annually by the due date. Failing to complete the form and make the payments on time will result in the cancellation of my children's enrolment at the College.*
21. *Provide one full terms notice should I/we wish to withdraw my/our children 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.*

22. Be liable to pay all costs (including legal and agent's fees) incurred by the College in connection with any recovery or attempted recovery of any overdue accounts.
23. Be liable for payment of all costs resulting from damage cause by my children to the property of the College and associated parties. This includes damage to items such as computers, laptops, iPad's, books and equipment. Wilful damage will be regarded as vandalism and will be dealt with accordingly by the College
24. Notify the College in writing of any changes of address or telephone numbers.
25. Agree to a non-refundable Enrolment Fee whether or not my children is accepted by the College.
26. Abide by the College's instructions regarding access to College grounds before, during and after school hours.
27. Abide by the policies that the College may introduce concerning the safety of students.
28. Abide by the rule that parents, guardians and carers must wear appropriate and modest attire around the College grounds at all times.
29. Abide by the rule that the College is a total smoke-free zone.
30. Not engage in vexatious communications relating to a staff member.
31. Not behave in a 'disorderly, offensive, abusive, intimidating or threatening way' to staff.
32. Not pose an 'unacceptable risk':
 - a. of harm to a member of the school community
 - b. of significant disruption to school operations
 - c. to the wellbeing, safety or learning of students.
33. Not use any form of media to voice grievances about the College and/or discuss or mention the College, its staff or any members of the College community in a negative or defamatory way.
34. Ensure that my/our children complies with the College's Technology and Social Media Policy
35. 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.
36. Understand and agree that the College staff have the right to search students' belongings, including school bags and lockers and confiscate any item/s which are not permitted to be on them or on College grounds.
37. Understand that the College reserves the right to change College policies and procedures without notice.
38. Understand and accept that this declaration and enrolment form will be binding for the duration of my child's enrolment at the Islamic College of Melbourne.

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.

Signature of Father/Guardian :	Date:
Signature of Mother/Guardian :	Date:

19) CHECKLIST: Please tick boxes once you have completed the following:

- I/We have completed and signed all sections of the Islamic College of Melbourne Enrolment Form
- Non-refundable, non-transferable enrolment fee of \$100 is enclosed

I/We have attached a photocopy of:

- Birth Certificate
- Proof of residency (e.g. Australian passport, Australian citizenship certificate or Visa)
- Immunisation Certificates
- Previous School / Kindergarten Report
 - For Foundation enrolment applications: Kindergarten Details Form
 - For Year 1 to Year 12 enrolment applications: a copy of the latest Semester Report from the current school
- NAPLAN Result for Year 4, 6, 8 or 10 applications
- Evidence of Medical Record, if applicable
- Report from any Remedial Classes (e.g. Reading Recovery, Direct Instruction or Speech Pathologist), if applicable
- If there are any current Family Court or other court orders concerning the welfare, safety or parenting arrangements of your child/child, please provide a copy of any relevant current court order

**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



Getting Acquainted



Please complete this Questionnaire about your child .



Child's Name: _____

Name of Kindergarten: _____

Write 3 words that best describe your child

What hobbies or special interests does your child enjoy?

What are your child's strengths?

What kinds of things upset your child?

Have there been any recent changes or events at home. For example: new sibling, new home, divorce, separation etc.

How would you rate your child's attitude towards school?

1 2 3 4 5 (super)

Do you have any concerns you would like to share? If so, please feel free to add any additional information you think would be helpful

Thank you!

End of Questionnaire



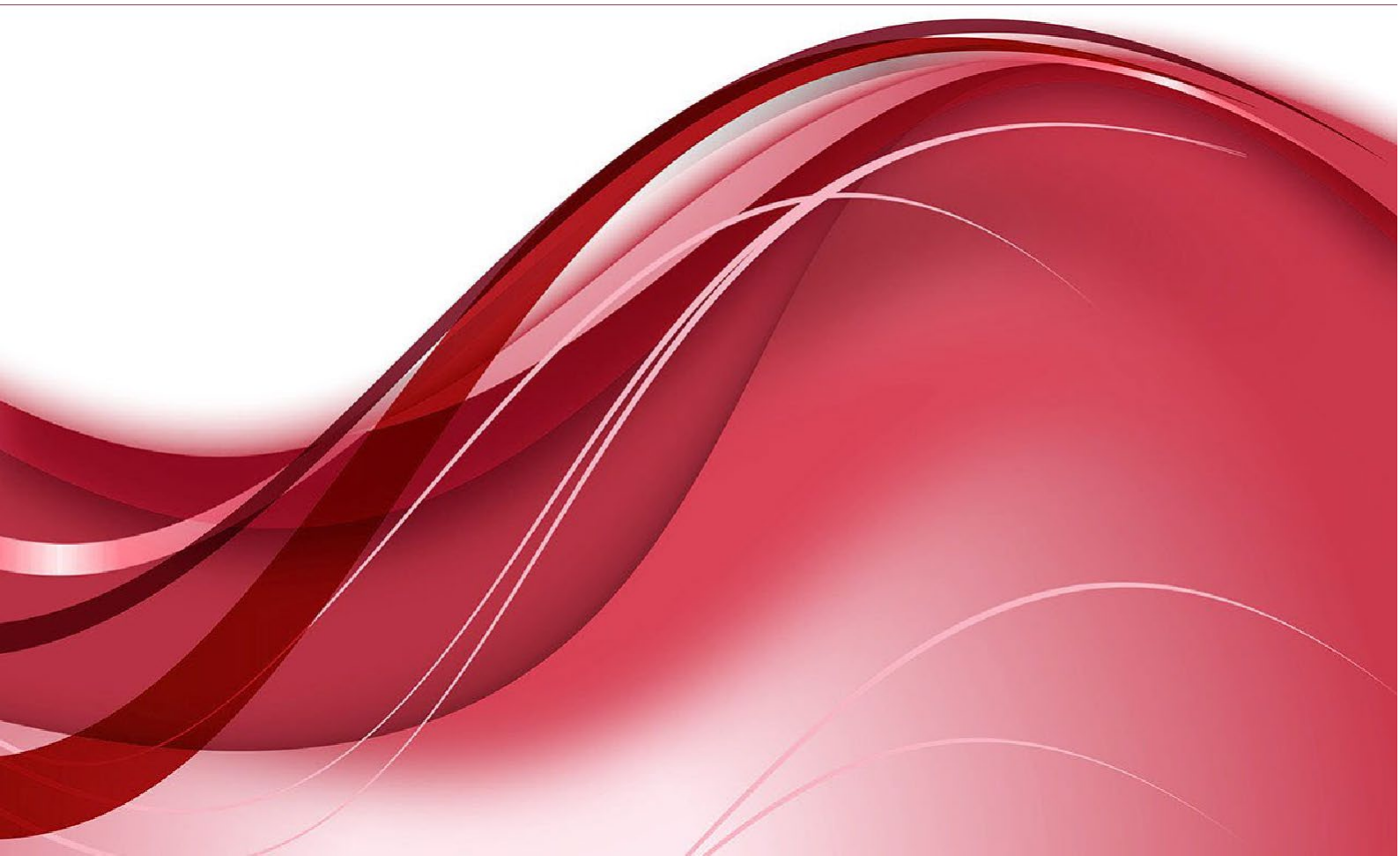
Authority for the College to obtain Kindergarten information

I give permission for the staff at the Islamic College of Melbourne to contact the kindergarten of my child _____ <insert child name> to obtain information about him/her.

Parents/Guardians Full Name

Parents/Guardians Signature

Date



SECTION 3: KINDERGARTEN INFORMATION

Person to contact for further information on this child:

Phone:

Email:

Program Commencement Date:

Program End Date:

Session Details:

Monday

Tuesday

Wednesday

Thursday

Friday

Full Day (please tick)

Half Day (3 hours or less)

Full Name of Educator

Signature of Educator

Date

Islamic College of Melbourne
83 Wootten Road,
Tarneit VIC 3029

PO Box 8153**Phone:** (03) 8742 1739**Email:** enrolments@icom.vic.edu.au**Fax:** (03) 8742 1959**Web:** www.icom.vic.edu.au