

Australian Islamic College of Sydney

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International Student Handbook



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School Information and Contact Details

1 All enrolment enquiries should be directed to

Enrolments Registrar & International Student Coordinator:

P: 02 9677 2613

E: international.info@aics.nsw.edu.au

Campus Location:

Kindergarten- Year 12:

33 Headcorn St

Mount Druitt 2770

P: 02 9677 2613

F: 02 9677 2648

E: info@aics.nsw.edu.au

2 Definitions used in this Handbook

CoE / eCoE	Confirmation of Enrolment / Electronic Confirmation of Enrolment
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students
DHA	Department of Home Affairs
AGDOE	Australian Government Department of Education
ESOS Act	Education Services for Overseas Students Act 2000
ESOS Regulations	Education Services for Overseas Students Regulations 2001
PRISMS	Provider Registration and International Students Management System

Welcome

3 Australian Islamic College of Sydney

This handbook refers specifically to overseas students on a student study visa and their families and is in addition to the school-wide policies and procedures and information booklets published by the school many of which can be found on our website.

The Australian Islamic College of Sydney (AICS) has a history of 22 years. During this period the College has provided excellent service to the local community and educated hundreds of young men and women who serve both in Australia and internationally in various capacities. With the efforts of the school management and the support of the local community, the AICS has grown rapidly and now prides itself on being the largest Islamic school in Western Sydney serving a vibrant multi-cultural Muslim community.

Since its establishment, the College has reached some remarkable milestones and experienced considerable transformations. From the early days the AICS board made concerted efforts to improve and expand its buildings and facilities to ensure high quality of teaching and learning. Within the first decade, the AICS became a full-fledged K-12 school.

In terms of providing quality education the AICS has made consistent progress and chalked many successes. It has produced excellent HSC results in some years although its ranking among NSW schools fluctuated considerably. The NAPLAN results have also shown consistent progress with our College's performance remaining above the state and national means in the majority of subjects. ACARA has also identified our school as having demonstrated substantially above average gains in reading and numeracy achievements, as measured by NAPLAN.

In addition to achieving high levels of academic excellence the AICS makes every effort to help students adopt a global outlook and develop the skills, talents and the character they will need to take on challenges in a more complex future. Moreover, the College has made considerable effort to adhere to the core Islamic values, ethos and teachings focusing on universally accepted morals and behaviours.

The above attainments and observance of Islamic values and ethos have resulted in an increase in demand for places at the College. As a result, the current numerical strength of AICS in 2018 was almost 1200 students and more than 90 teaching and non-teaching staff.



ESOS Act

4 Educational Services for Overseas Students Act (ESOS) 2000 and the National Code of Practice

The Australian Islamic College of Sydney is bound by the provisions of the Education Services for Overseas Students (ESOS) Act 2000 and the National Code.

ESOS is the primary Australian Government legislation governing international student education in Australia. The Department of Education and the NSW Education Standards Authority (NESA) administer the ESOS Act and provide compliance with the Act.

The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (The National Code) provides nationally consistent standards for the conduct of registered providers and the registration of their courses. These standards set out specifications and procedures to ensure that providers of education and training courses can clearly understand and comply with their obligations under The National Code.

Under the provisions of the ESOS Act 2000, students, their parents and direct relatives should be aware that:

- NSW Education Standards Authority (NESA) has the power to suspend or cancel the registration of AICS or a course offered by AICS.
- Students concerned about the conduct of AICS may contact officers of the Australian Government Department of Education (AGDOE) which is the National Regulator in the administration of the ESOS Act.

The school has policies and procedures that meets the requirements of the ESOS legislation requirements.

For general information on how to study in Australia, go to the Australian Government website <https://www.australia.gov.au/information-and-services/immigration-and-visas/studying-in-australia>

Explanation of the ESOS Framework

The ESOS framework—providing quality education and protecting your rights.

The Australian Government wants overseas students in Australia to have a safe, enjoyable and rewarding place to study. Australia's laws promote quality education and consumer protection for overseas students. These laws are known as the ESOS framework and include the Education Services for Overseas Students (ESOS) Act 2000, the National Code, the Education Services for Overseas Students Regulations 2000

(The ESOS Regulations), the Education Services for Overseas Students (Registration Charges) Act 1997 (The ESOS Charges Act). The ESOS framework and explanation can also be found online at:

<https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx>

Protection for overseas students

As an overseas student on a student visa, you must study with an education provider and in a course that can be found on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) at <http://cricos.education.gov.au/>

CRICOS registration guarantees that the course and the education provider at which you study meet the high standards necessary for overseas students. You can check the details of your course on CRICOS website link provided above.

Your rights

The ESOS framework protects your rights, including:

- Your right to receive, before enrolling, current and accurate information about the courses, fee modes of study and other information from your provider and your provider's agent.
- Your right to sign a written agreement with your provider before or as you pay fees, setting out the services to be provided, fees payable and information about refunds of course money. You should keep a copy of your written agreement.
- Your right to get the education you paid for. The ESOS framework includes consumer protection that will allow you to receive a refund or to be placed in another course if your provider is unable to teach your course.

You have a right to know:

- How to use your provider's student support services;
- Who the contact officer or officers are for overseas students;
- When your enrolment can be deferred, suspended or cancelled;
- What your provider's requirements are for satisfactory progress in the courses you study;
- How the attendance and course progress will be monitored for those courses;
- What will happen if you want to change providers; and
- How to use your provider's complaints and appeals process

Your responsibilities

As an overseas student on a student visa, you have responsibilities to:

- Satisfy your student visa conditions;
- Maintain your Overseas Student Health Cover (OSHC) for the period of your stay;
- Meet the terms of the written agreement with your provider;
- Inform your provider if you change your address or contact details;
- Maintain satisfactory course progress;
- If attendance is recorded for your course, follow your provider's attendance policy

This handbook, the school policy and procedures handbook will provide further details of how this will happen at the Australian Islamic College of Sydney.

Contact Details

Who	Why	How
The Australian Islamic College of Sydney	For Information about enrolment at AICS and policies and procedures that affect you	Speak with the Deputy Principal or Overseas Student Coordinator. Ph: 02 9677 2613 Website: www.aics.nsw.edu.au
Australian Government Department of Education (ADGOE)	For your ESOS rights and responsibilities	ESOS Helpline 02 6240 5069 Website: https://www.education.gov.au/
Department of Home Affairs (DHA)	For Visa matters	www.border.gov.au Phone 131 881 in Australia Contact the DHA office in your country

5 Pre-enrolment information

Information about enrolment and education at AICS

Education Agents

AICS does not use Education Agents. Prospective students and their families can contact the school for further information.

Information for Students

This document and the Overseas Students Policies handbook provide a thorough overview of the School's policies and entry requirements. Parents or a suitable direct relative are encouraged to contact the Enrolments Officer for further assistance prior to, or during their child's application for enrolment at AICS.

When students apply for enrolment at AICS they are provided with comprehensive information and advice on:

- The course content and duration, study modes and assessment methods;
- The requirements for acceptance into a course including the minimum level of English language proficiency and academic level required;
- General descriptions of facilities equipment and resources available to students
- Information on course fees and what is included in those fees and details of the school's refund policy;
- Information about the grounds on which the student's enrolment may be deferred, suspended or cancelled.
- Information about the school including policies and procedures;
- Relevant Information about living in Australia;
- Requirements for entry level
- Electronical access to the ESOS framework at:

<https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx>

Overseas Courses Offered

International Students at AICS can study the following courses:

- 098356F Primary School (Kindergarten to Year 6)
- 098357E Junior Secondary (Years 7 to 10)
- 098358D Senior Secondary (Years 11 and 12)

Primary Studies	Junior Secondary Studies	Senior Secondary Studies
<ul style="list-style-type: none"> • English • Mathematics • Science and Technology • Human Society and its Environment • Creative Arts • Personal Development, Health and Physical Education • Arabic • Islamic Studies • Quran Studies 	<ul style="list-style-type: none"> • English • Mathematics • Science and Technology • Human Society and its Environment • Mandatory Technology • Music • Pass • Visual Arts • Commerce • Personal Development, Health and Physical Education • Arabic • Islamic Studies • Quran Studies 	<ul style="list-style-type: none"> • All levels of English • All levels of Mathematics • Chemistry • Physics • Biology • Industrial Technology • Software Design • Legal studies • Society and Culture • Studies of Religion • Economics • Business Studies • Ancient History • Personal Development, Health and Physical Education • Islamic Studies • VET- TAFE Certified III for Retail Services

Completion of Course

AICS will monitor the course progress of students to ensure they complete the course within the duration specified on the Confirmation of Enrolment (CoE). The School will only enable students to extend the expected duration of study for the course through the issuing of a new CoE in limited circumstances.

Teaching Methods

All courses offered follow NESA syllabus and regulations. In addition, other courses offered include the study of Islamic and Quranic Studies. Staff use a range of face-to-face teaching methods including direct teaching, research (text books, CD's Internet), practical lessons. Oral teaching, listening and writing lessons, camps, tutorials, lectures, excursions, are also used. Students learn as individuals and/or through group learning exercises.

Teachers use a range of assessment methods, including, but not limited to, observations, exams, assignments, oral presentations, performances, practical assessments and computer based assessment tasks.

Information Technology

At times, students at AICS use laptops, tablets and computers to enhance their learning experience. Students in Years 11-12 are required to bring their own device. Mobile phones must not be used at all on school premises and must be switched off in the student's bag or locker.

Pre-Enrolment English Proficiency and Academic Standard

AICS interviews all applicants and may or may not enrol a student depending on space available in the class, the willingness of the family/student to support the school's values and the academic achievement of the student. AICS is not a selective school, but as a small school has limited resources and must be able to fully support all newly enrolling students.

English Proficiency Requirements

- In order to enroll, students must meet the following requirements. Students seeking enrolments in Kindergarten to Year 6 must have ESL proficiency at Intermediate Level or above, for the year of schooling they are applying for. This would be assessed through an assessment conducted by the school.
- Students wishing to commence at AICS in Years 7-10 must have ESL proficiency at the Upper Intermediate Level or above, for the year of schooling they are applying for. This would be assessed through an assessment conducted by the school.
- Students wishing to commence at AICS in Year 11 must have ESL proficiency at the Advanced Level or above, for the year of schooling they are applying for. This would be assessed through an assessment conducted by the school.

Course Credit Policy

AICS does **not** offer course credit.

Facilities

- Equipped with Primary and Secondary libraries, hosting a wide variety of fictional and non-fictional texts.
- Computer labs using the latest technology recourses to enhance student learning.
- A Performing Arts Centre which houses a hall/stage for ceremonies and events.
- Two separate canteens with covered areas serving Halal foods.

- Science labs.
- Learning support facilities with resources and supportive staff who are keen to help all students.
- Play equipment for lower primary students
- Graphics studio with professional standard computers and software
- Music classroom (with musical instruments)
- School grounds for students to use
- Visual Arts room

School Uniform

The school uniform is compulsory for all students from Kindergarten to year 12 on all school days unless specific notice is given to the contrary.

AICS Uniform is sold at Oz Fashions
 115-127 Parramatta Road, Granville, NSW
 Contact details: (02) 9897 3121
 Opening hours : 9am- 5:30 pm (Monday- Friday)

Details of uniform can be found in the School website.

Tuition Protection Service

As a registered CRICOS provider the AICS pays a Tuition Protection Service (TPS) levy for each calendar year. In addition, in the case of a student or provider default the school is required to:

- Notify the Secretary of the Department of Education through PRISMS and the TPS Director of a student or provider default;
- Discharge its obligations to the student(s) in the case of provider default and notify the Secretary of the Department of Education and the TPS Director of the outcome.

Deferring, Suspending or Cancelling Enrolment

Deferring Enrolment

Overseas student's enrolments who have been accepted, may defer the enrolment in compassionate and compelling grounds. Further details are found in the school handbook.

Suspending Enrolment

Students may request to suspend their studies on compassionate grounds and return to continue their studies. This will be assessed at the time of re-commencement and the family will be informed. The school can initiate a suspension of a student's enrolment for serious or repeated breaches of the Student Conduct Code, misbehaviors and failure to pay school fees. Further details are found in the school handbook.

Cancelling Enrolment

Overseas students who have enrolled at AICS, but whose circumstances change, may cancel their enrolment before commencement or during the course. The applicant's application fee is non-refundable. The school will then cancel the Confirmation of Enrolment issued for the student. A student may apply to enroll in the future according to the school enrolment semester. Further details are found in the school handbook.

Key School Policies

Student Complaints

The Australian Islamic College of Sydney has a fair and transparent process for dealing with student complaints. In the event that complaints cannot be resolved internally, AICS will, at no charge, advise students of the appropriate bodies from which they can seek further assistance. Further details are found in the school handbook.

Privacy of Personal Information

The Australian Islamic College of Sydney respects personal rights to privacy and abides by the National Privacy Principles laid down in the Privacy Amendment (Private Sector) Act 2000. The School's Privacy Policy is posted on the AICS website and is available on request from the School Administration Office.

Information is collected during enrolment in order to meet our obligations under the ESOS Act and the National Code 2007 to ensure student compliance with the conditions of visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice 2007. Information collected about students and families during the enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Service Director. In other instances, information collected during enrolment can be disclosed without consent where authorised or required by Australian law.

Student Conduct and Welfare

AICS has in place policies and procedures to manage student welfare and conduct and to promote a positive learning environment throughout the school. These policies and procedures will be explained to the student by the Student Welfare Coordinator during Orientation. Further details are found in the school handbook.

Student Attendance

AICS will systematically monitor student compliance with student visa conditions in relation to the attendance. The Overseas Student Coordinator and the Welfare Coordinator will be proactive in notifying and counselling students who are at risk of failing to meet course attendance requirements and the school will report students as required by the ESOS Act if their attendance falls below the reporting threshold of 80% unless mitigating circumstances exist. Any attendance below 70% will be reported. Further details are found in the school handbook.

Student Academic Progress

AICS will systematically monitor student course progress. Course requirements are set out in the Policies and Procedures. The School will be proactive in notifying and counselling students who are at risk of failing to meet their course progress requirements. Further details are found in the school handbook.

Serious Incidents

In the event of a student being involved in a critical incident the School has a documented 'Critical Incident Policy' which is activated in the event of major emergencies, on or off campus.

Student Support

AICS supports its students in adjusting to study and life in Australia. The Overseas Student Coordinator and the Student Welfare Coordinator together with other key staff will carry out student support duties.

Overseas Student Health Cover

It is a condition of the Student Visa that overseas students maintain Overseas Student Health Cover (OSHC). This should be arranged prior to the student commencing studies at AICS and must be maintained for the period covered by their visa.

Transfer to and from Registered Providers

AICS does not accept students wishing to transfer from another registered provider within the first six (6) months of studying in Australia, except in the following circumstances:

- the original provider has ceased to be registered or the course in which the student is enrolled has ceased to be registered;
- the original provider has provided a written letter of release;
- the original provider has had a sanction imposed by the Australian, state or territory government that prevents the student continuing in his or her principal course, or;
- any government sponsor of the student considers the change to be in the student's best interest and has provided written support for the change.

At other times requests for transfer will be assessed and managed under the Transfer Policy and Procedures.

Employment, Future Study and Migration Opportunities

Completion of courses at the Australian Islamic College does not guarantee any employment, future studies or migration opportunities.

Sanction

AICS acknowledges that if it should not meet the obligations of The National Code of Practice or supporting regulatory requirements, it may have its registration as a provider withdrawn.

6 Enrolment Process

Eligibility for enrolment

It is very important that every overseas student is properly cared for and can adequately cope with the academic program as well as to participate in the life of the School. These are the requirements which must be fulfilled before enrolment will be considered:

1. Approved Student Care and Accommodation

AICS will not accept Overseas students under the age of 18, applying for a position at AICS must live with a parent or direct relative whose welfare and accommodation has been approved by DHA through the visa process.

<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/welfare-arrangements-students-under-18>

2. Preferred course commencement dates

It is also expected that all applicants will be able to commence school at the beginning of the academic year which is usually the end of January. In special cases, approval may be given for a student to enrol during the academic year. The academic year consists of 4 terms, of 9-11 weeks of study and with a two-week holiday break. The next term commences once the break concludes.

However, due to the importance of the foundation work and the volume of the work to be completed in Years 11 and 12 for the Higher School Certificate, applicants for entry into Year 11 will not be permitted to enrol after the beginning of Term 1. Students will only be considered for direct enrolment if they have completed Year 11 with another provider.

The Enrolment Process

Step 1 Application for Enrolment

Contact the Overseas Student Coordinator for an Application form at international.info@aicns.edu.au
The APPLICATION FOR ENROLMENT must include the following documents:

1. Completed Overseas Students Application Form
2. Completed Student Medical Information
3. Non-refundable application fee of \$150
4. Certified copies of last two school reports
5. Certified copy of evidence of date of birth (i.e. Birth Certificate or similar)
6. Certified copy of passport details
7. AICS will require a copy of the parent's passport photo and visa page prior to the student commencing.

Step 2 Offer of Enrolment

Your Application for Enrolment will be assessed. In most cases part of this assessment will be an interview. AICS uses Skype to interview prospective overseas students.

Step 3 Acceptance of Offer of Enrolment

Once fees are paid, Overseas Student Health Cover has been paid, a signed written agreement and correct documentation have been received, a COE will be issued.

Step 4 Information about preparing for School

You will be sent a letter giving detailed information about:

- School dates and breaks
- Orientation Program
- School uniform details
- Text book and stationery requirements
- Subject Selection forms if relevant

Step 5 Commencing School

Prior to the first day of school, all Overseas Students should be settled into their home in Australia and have purchased all uniforms, books and stationery required.

You will be offered an orientation to the school on your first day. This orientation will be carried out by the Overseas Student Coordinator and the Student Welfare Coordinator.

7 Support Services for Overseas Students

Settling into a new home and school environment can take some time. Student enrolled from Kindergarten to Year 6 will have a Class Teacher. The Class Teacher is the first person to speak to if you have any questions or concerns.

Students who are enrolled from Years 7 to 11 will have Year Advisors who will be the first point of contact. In addition, AICS has a Student Welfare Coordinator and Overseas Student Coordinator who will meet with Overseas students on Orientation day.

The Student Welfare Coordinator and Overseas Student Coordinator will take students through their initial orientation and will also check academic progress and attendance throughout students' enrolment at AICS. In younger years, some of these responsibilities are taken by the Class Teacher(s).

Students are welcome to make an appointment with the Student Welfare Coordinator and Overseas Student Coordinator at any time.

Students are encouraged to speak with their Class Teacher, Year Advisor about emotional issues they are having and can also make an appointment with either the Student Welfare Coordinator if the situation escalates.

The International School Officer is the official point of contact for all international students. The International School Officer will provide culturally appropriate and clear advice on how to access support services available at the Australian Islamic College of Sydney.

Any Welfare related support services are provided at no additional cost to all students at AICS. At AICS the college will provide the following free student support services to all International students:

- Orientation on arrival
- Advice on school policy relating to their accommodation and welfare Assistance with and information about their academic progress and attendance
- English language and study Assistance
- Assistance with and Information to assist student meet course requirements, and maintain attendance
- Information regarding entry to further study
- Ongoing counselling as required in relation to health and personal matters
- A designated student officer who will assist the student to adjust to life and study at an Australian Institution, and to help resolve problems
- Advice on the school's complaints, and grievance policy
- Advice on any relevant legal services
- Advice on emergency and health services
- Advice on working, their employment rights and conditions, and how to resolve workplace issues, such as through the Fair Work Ombudsman

Complaints Process

The school has a complaints process. Should there be any matter requiring resolution, this is to be directed to the Principal. Should the matter not be resolved satisfactorily, the student has a right of appeal at no cost through an independent external mediator to adjudicate. The student may also contact the Overseas Student Ombudsman. If a student wishes to lodge an external appeal or complaint about a decision, they can contact the Overseas Students Ombudsman. The Overseas Students Ombudsman offers a free and independent service for international students who have a complaint or want to lodge an external appeal about a decision made by their private education or training provider.

8 Sydney living

Sydney is the state capital of New South Wales and the most populated city. It is located on Australia's east coast and the city surrounds the world's largest natural harbour.

It is bordered by many beautiful beaches to the east and the Blue Mountains to the west, the Hawkesbury River to the north and the Royal National Park to the south. The central business district of Sydney fronts the harbour at Circular Quay at the south side of the Harbour Bridge.

It contains many high rise commercial buildings and world class shopping centres together with art galleries, museums and theatres, the most famous of which is the sail like structure of the Sydney Opera House. Sporting facilities are close by at Blacktown International Sports park located at Rooty Hill and the Sydney Olympic Village at Homebush. Sydney enjoys a humid subtropical climate with warm summers, cool winters and uniform rainfall throughout the year.

Customs and Quarantine

Australia has strict customs and quarantine rules. Strict rules prohibiting or restricting the entry of drugs, weapons, firearms, protected wildlife and associated products apply.

Please refer to the Australian Customs Service website for further information www.australia.gov.au

Australia has a very strict quarantine policy.

It is important that you declare any items in your luggage that you may be unsure of to avoid prosecution for bringing forbidden items into the country.

Roads and Traffic

In Australia people drive on the left hand side of the road. If this is different to your country, you need to be very careful when crossing the road.

Water Usage

The water in Australia is clean and you are able to drink straight from the tap. However, Australia is a much drier country than others and therefore water usage must be managed carefully.

Electricity

In Australia, the power outlet is different and contains three-point pins.

Food

Halal restaurants and food are available. There are two Halal butchers within close vicinity to the College.

Clothing Customs

Clothing is an individual's choice; many people dress for comfort; neat, clean clothes and appropriate footwear.

People from other countries can choose to wear their national dress. They may be religious or customary items and include monks' robe, a burqa, a hijab or a turban. As an accepting society with people from many different cultures, clothing that is a part of one's cultural beliefs and practices is encouraged.

Culture and Etiquette

When meeting someone for the first time, it is usual to shake the person's right hand with your right hand. People who do not know each other generally do not kiss or hug when meeting.

When you first meet someone, it is polite not to talk about personal matters.

Many Australians look at the eyes of the people they are talking with. They consider this a sign of respect, and an indication that they are listening. Do not stare at the person for a long time.

In the workplace and among friends, most Australians tend to be informal and call each other by their first names.

Polite Behaviour

'Please' and 'thank you' are words that are very helpful when dealing with other people, and buying goods or services. Using these words will help build a good relationship. Australians often say, 'Excuse me' to get a person's attention and 'sorry' if an accident happens.

Living Expenses in Sydney

Some useful links to help you get a sense of life of living in Sydney:

- https://drive.google.com/drive/folders/1S4CGdh_tRMBnbFvA_9yUSOgxYxqx9hDb
- <http://www.living-in-sydney.com/>
- <https://www.study.sydney/>
- <https://www.studiesinaustralia.com/studying-in-australia/why-study-in-australia/international-students-in-australia>

9 Fee Schedule

FULL FEE PAYING OVERSEAS STUDENTS IN PRIMARY SCHOOL				
	Kindergarten – Year 2		Year3 – Year 6	
	Per Semester	Per Annum	Per Semester	Per Annum
TUTION FEES (AUD\$)				
Overseas Student Fees	\$8000	\$16000	\$9000	\$18000
Confirmation of Enrolment Fee (non-refundable)		\$250		\$250
Curriculum Access Fees (Billed at the beginning of each Semester)	\$450	\$900	\$450	\$900
Technology Fee		\$700		\$700
NON TUITION FEES (AUD\$)				
Application Fee (non-refundable)		\$150		\$150
Refundable Security Deposit		\$1000		\$1000
Textbook and Stationary Pack		\$300		\$300
Uniform		\$300		\$300
FULL FEE PAYING OVERSEAS STUDENTS IN JUNIOR AND SENIOR SECONDARY SCHOOL				
	Year 7 - Year 10		Year 11 & Year 12	
	Per Semester	Per Annum	Per Semester	Per Annum
TUTION FEES (AUD\$)				
International Student Fees	\$11000	\$22000	\$11000	\$22000
Confirmation of Enrolment Fee (non-refundable)		\$300		\$300
Curriculum Access Fees (to be paid each semester)	\$400	\$800	\$400	\$800
Technology Fee		\$500		\$500
NON TUITION FEES (AUD\$)				
Application Fee (non-refundable)		\$150		\$150
Refundable Security Deposit		\$1000		\$1000
E-books and Textbook		\$200		\$300

*All fee & other costs are subject to review annually.

A building fund contribution of \$200 is included on each semester's fees account

Where accounts are not paid by the due date, a late payment administration fee of \$240 per semester will be charged.

For the second student from one family attending the School concurrently, 5%

For third and subsequent students from one family attending the School concurrently, 10%

Late payment will incur an administration fee of \$120.

A discount of \$120 per semester on both tuition and boarding fees will apply if payment is received by 4.00pm one week prior to the due date.

Security deposit is refundable on exit. Conditions apply.

Refund policy for Overseas students

- 1) The Australian Islamic College of Sydney requires all course fees, including tuition fees, to be paid directly to the school and does not accept course fees from education agents.
- 2) The enrolment application fees are non-refundable.
- 3) Payment of course fees and refunds
 - a. Fees are payable according to the school's overseas student fee schedule provided by the school.
 - b. All fees must be paid in Australian Dollars.
 - c. If a student changes visa status (e.g. becomes a temporary or permanent resident) they will continue to pay tuition fees for the duration of that calendar year at the Overseas student rate.
 - d. Refunds will be reimbursed in Australian Dollars and the payment sent to the applicants home country unless otherwise stated in writing.
 - e. Refunds will be paid to the student or the person specified in the written enrolments agreement.
- 4) All notification of withdrawal from the course, or applications for refunds, must be made in writing and submitted to the school principal, within the time frame listed in the Terms and Conditions.
- 5) Unsuccessful Enrolment/ Visa rejection
 - a. The school will refund within 28 days all course fees paid where the student's application for enrolment is refused by the school. (Applicable only if payment of fees has accompanied the application/ enrolment form and lodgment of the written agreement.)
 - b. The school will refund within 28 days all course fees paid where the student produces evidence that the application made by the student for a student visa has been rejected by the Australian immigration authorities.
- 6) Student Default
 - a. Refunds for a student default apply to tuition fees only. Course fees (excluding tuition fees) will be refunded on a pro rata basis proportion to the amount of time the student was studying the course, except where a non-refundable payment of behalf of the student has been made.
 - b. If the student does not provide written notice of withdrawal and does not start the course on the agreed starting date, only a maximum of ten weeks tuition fees will be refunded from the annual tuition fee.

c. The school will refund within 28 days of the receipt of written notification of withdrawal by the parent/s/legal guardian, tuition fees paid by or on behalf of the student less the amounts to be retained as agreed and detailed below.

i. If a written notice is received upto 4 weeks prior to the commencement of the course, the school will be entitled to retain an administration fee (\$500 including GST)

ii. If written notice is received less than 4 weeks prior to commencement of the course, 70% of the tuition fee will be refunded

iii. If written notice is received within six months of the commencement date of the student's course, only one term's (or ten weeks) tuition fee will be refunded from the annual tuition fee

iv. If written notice is received more than six months after the commencement date of the student's course no refund of tuition fees will be made.

d. No refund or tuition fees will be made where a student's enrolment is cancelled for any of the following reasons:

i. failure to maintain satisfactory course progress (visa condition 8202)

ii. Failure to maintain satisfactory attendance (visa condition 8202)

iii. Failure to maintain approved welfare and accommodation arrangements (visa condition 8532)

iv. Failure to pay course fees

v. Any behaviour identified as resulting in enrolment cancellation at the Australian Islamic College of Sydney's Student Code of Conduct. (Refer to school website)

7) School default

a. If for any reason the school is unable to offer a course on an agreed starting day for the course, and the student for some reason cannot be placed or refused placement in an alternative course arranged by the school, a full refund of any unspent prepaid tuition fees will be made within 14 days of the agreed course.

b. If for any reason the school is unable to continue offering a course after the student commences a course, and the student for the reason cannot be placed or refuses placement in an alternative course arranged by the school, a full refund of any unspent prepaid tuition fees paid to the school default day.

c. In the event that the school is unable to fulfil its obligations of providing an agreeable alternative course for the student, or a refund, the student will receive advise to seek assistance from the Australian Government's Tuition Protection Service. (For more information on the TPS, please see: <http://tps.gov.au/Information/Students/How>)

8) This agreement, and the availability of complaints and appeal's processes, does not remove the right of the student to take action under Australia's consumer protection laws.

9) Definitions

a. *Non-Tuition fees*- fees are not directly related to provision of the student's course

b. *Prepaid Fees*- Tuition fees received by the school for a study period of the student's course before the student begins the study period.

