



AICS Enrolment Policy

AICS/IMS/POL/AEP.00
Review Date: OCT 2021

Purpose

The Education Reform Act 1990 outlines the objects of education and the legal requirements for compulsory schooling. In brief, the legislation requires students between the ages of six and seventeen to be enrolled at a government or registered non-government school, and to attend school on each day that instruction is provided or to be registered for home-schooling. It is the duty of the parent or carer of the student to ensure that these obligations are fulfilled.

The Australian Islamic College of Sydney (AICS) aims to offer a holistic education, which takes place in an Islamic environment to all of its enrolled students. The following enrolment procedure strives to promote a clear and consistent practice in the enrolling of prospective new students to their respective parents/guardians. This ensures that the students and their parents/guardians are treated fairly and equitably.

Responsibilities

The Principal and designated executive staff are responsible for all enrolments at the AICS.

All parents enrolling their child at the AICS must complete the official enrolment form with the associated enrolment application fee. The last date of submission of applications is the last the Friday of August every year. Applications received after the specified due date may be considered depending on student's special circumstances should vacancies still exist.

Submission of enrolment application does not guarantee enrolment at the College.

Parents must abide by the provisions specified in the enrolment form. The parent/guardian of the child must be prepared to meet their financial responsibilities for the ongoing enrolment. The parent/guardian must advise the Principal of any standing Court Order that may exist, or any that may arise. If matters of custody are in place, documentation must be produced.

Procedures

New Enrolments

The parents/guardians of all new students must complete the AICS 'Application for Enrolment' form. Once completed and lodged the parent/guardian will be notified of a date when their child will sit an entrance exam. They may also be required to attend an interview, dependent on student's age.

A non-refundable \$50 (for Year K - Year 8) or \$60 (for Year 9 and above) accompanies the application depending on year level of enrolment.

All fields must be completed accurately to provide the requested information and all relevant documents must also be supplied/uploaded. Application forms must have the following supporting documents attached:



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- Birth certificate
- Citizenship documentation
- Immunisation records
- Information regarding any student allergies / medical conditions
- Information regarding asthma and or anaphylaxis and supporting action plans
- Most recent school reports
- NAPLAN results (where applicable)
- Information relating to any special needs, diagnosed disabilities, or gifted / talented
- Relevant court orders (if any)

Upon receiving the above documents, the Principal and the Deputy Principal will review the prospective students' performance in the interview/entrance exam along with academic and behavioural records from previous school(s).

Children can start Kindergarten at the beginning of the school year if they turn 5 on or before 31 July that year. They also must be toilet trained and have basic communication skills. Orientation is compulsory for Kindergarten applicants.

If deemed appropriate the College will issue an acceptance letter stipulating the conditions of enrolment, which will include a 'probationary period' for the student's enrolment.

The full enrolment procedure is stated within the AICS Enrolment Procedure and Timeline document on the AICS website.

Upon accepting an offer of enrolment, one term's fees are to be paid in advance. This is non-refundable if the parents/guardians withdraw the enrolment thereafter. Fees must be paid before the commencement of the ensuing term. Withdrawal from AICS must be accompanied by a 'Withdrawal Form'.

No student may commence a new term unless the previous term's fee has been paid.

Parents/guardians and students are expected to abide by all College policies and procedures during the time of enrolment, as agreed to in the 'Enrolment Application'.

Enrolment can be reviewed if deemed necessary and revoked based on the principles of procedural fairness.

Privacy

The Australian Islamic College of Sydney is subject to the Privacy and Personal Information Protection Act 1998 (NSW) and the Health Records and Information Privacy Act 2002. The information provided by parents/guardians will be used to process student application for enrolment. It will only be used or disclosed



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for the following purposes:

- General student administration relating to the education and welfare of the student
- Communication with students and parents or caregivers
- To ensure the health, safety and welfare of students, staff and visitors to the school
- State and national reporting purposes
- For any other purposes required by law

The primary purpose for collecting and sharing information is to meet government requirements such as annual reporting, census, parental background data for NAPLAN and MySchool. Additionally, the information provided can enable the college to better meet the learning needs of students.

All information will be filed and stored securely. Parents/guardians may request correction/changes to personal information relating to their children by contacting the school.

The health-related information may be used and disclosed to medical practitioners, health workers, other government departments and or schools in circumstances deemed necessary for the welfare of the student.

We are required by law to ensure the health and safety of students, staff, and visitors on AICS premises. It is important that all enrolment information provided be accurate and complete. Incomplete forms will not be accepted. Giving false or misleading information is a serious offence. In the event that statements made in this application process later prove to be false or misleading, any decision made as a result of this application may be reversed.

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Fees and costs Involved.

AICS charges a non-refundable application fee of \$50 for Junior and Middle School, \$60 for Senior School. This is to be paid at the time of submitting your application for enrolment. An Acceptance fee of \$100 to be paid at the time of enrolment confirmation at AICS.

Parents should expect to pay the first term's tuition fee upfront. AICS also offers discount (up to 5%) if you're able to pay a full year's fees in advance. Discounts are often given when siblings attend the same school, with the size of the discount increasing for each additional child you enrol.

AICS emphasize a student's all-rounded development, there may be a range of required, elective or voluntary activities that attract additional on-going costs.

Certain costs are compulsory, for example, building fund, and curriculum, school may charge a technology fee for providing an approved laptop or tablet; while other charges are optional, such as costs for uniforms, camps, excursions, and extra-curricular sports activities or music tuition.

Further breakdown of the compulsory fee for year 2021 is as follows;

2021 Fee Structure				One-off Payment per annum		Enrolment fee		Tech /VET Levy/annum
Year	Child	Cost Per Term	Sibling Discount	Curriculum Fee	Building levy	Application Fee	Enrolment Acceptance fee	If you wish to opt
Kindergarten– Year 4	1 st	\$425	0%	\$170	\$125	\$50	\$100	NA
	2 nd	\$425	15%	\$170	\$125	\$50	\$100	
	3 rd	\$425	20%	\$170	\$125	\$50	\$100	
	4 th	\$425	30%	\$170	\$125	\$50	\$100	
	5 th & Onwards	\$425	40%	\$170	\$125	\$50	\$100	
Year 5 – Year 8	1 st	\$450	0%	\$220	\$125	\$50	\$100	NA
	2 nd	\$450	15%	\$220	\$125	\$50	\$100	
	3 rd	\$450	20%	\$220	\$125	\$50	\$100	
	4 th	\$450	30%	\$220	\$125	\$50	\$100	
	5 th & Onward	\$450	40%	\$220	\$125	\$50	\$100	
Year 9 – Year 12	1 st	\$550	0%	\$250	\$200	\$60	\$100	\$200
	2 nd	\$550	15%	\$250	\$200	\$60	\$100	\$200
	3 rd	\$550	20%	\$250	\$200	\$60	\$100	\$200
	4 th	\$550	30 %	\$250	\$200	\$60	\$100	\$200
	5 th & Onwards	\$550	40%	\$250	\$200	\$60	\$100	\$200



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***All fee & other costs are subject to review annually while 3% is minimal raise.**

- a. 5% discount on fees paid for the whole year before commencement of term 1.
- b. Term fees must be paid before the commencement of the Term.

Payment Methods: School is offering multiple methods to pay the school dues including;

- A. B Pay (including credit cards)
- B. Payment plan using Direct Debit (request for application form from front office)
- C. Direct Deposit
- D. EFT at counter or over the phone (5% levy will be applied).
- E. and Cash (5% levy will be applied)

****When paying, please use Account Number as mentioned in statement****

*** AICS encourages online payment mode, however EFT at counter and Cash is also available but 5% levy will be applied.**