



Ilim College

"Advance Through Knowledge"

30 Inverloch Cres.
Dallas Vic. 3047

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APPLICATION FOR ENROLMENT

Email: info@ilimcollege.vic.edu.au

Web: www.ilimcollege.vic.edu.au

Please read "Condition of Enrolment" and "Enrolment Policy" on pages 5, 6 and 7 before signing this document.

Please complete all sections in BLOCK CAPITALS.

OFFICE USE ONLY		Year level applying:	Date Applying:/...../.....	PHOTO	
Student Code:	<input type="text"/>	<input type="text"/>	<input type="text"/>		Anticipated Starting Date:
Family Key:	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
Photo (2 Passport Size):	<input type="checkbox"/>	Copy of Birth Certificate	<input type="checkbox"/>		
Copy of Passport (Visa Pages):	<input type="checkbox"/>	Copy of Custody restrictions	<input type="checkbox"/>		
Copy of most recent report	<input type="checkbox"/>	Copy of Immunization Certificate	<input type="checkbox"/>		
Application Fee Paid:	<input type="checkbox"/>	Date:	Invoice No:		Batch No:
Form received and signed by:		Name:	Signature:		
Test Conducted :	<input type="checkbox"/>	Date:	Mark:		Fin. Asst. <input type="checkbox"/>
Interviewed :	<input type="checkbox"/>	Date:	Outcome:		Principal Date:/...../.....
Enrolment:					
Accepted:	<input type="checkbox"/>	Commence classes at:	X _____ Date:/...../.....		
Rejected:	<input type="checkbox"/>	Reason:	Principal		
Entered into the System :	<input type="checkbox"/>	Date:	Initial:		
School Fees Invoiced :	<input type="checkbox"/>	Date:	Invoice No:	Batch No: Initial:	
Building Fund Received :	<input type="checkbox"/>	Date:	Invoice No:	Batch No: Initial:	

Section 1- STUDENT INFORMATION

Have you previously made any other applications to Ilim College		Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	Year Level Applying:
<i>If yes, please give details:</i>				
Surname:		Middle Name:		Anticipated Start Year:
Given Name:		Preferred Name:		
Date of Birth:/...../.....	Country of Birth:	Gender: Male: <input type="checkbox"/>	Female: <input type="checkbox"/>	

ADDRESS DETAILS FOR STUDENT:

Street Number and Name:				
Town/Suburb:		Post Code:	Home Phone: ()	
The student is:			Date arrived in Australia: (if applicable)	
<input type="checkbox"/> an Australian Citizen	<input type="checkbox"/> a Permanent Resident	<input type="checkbox"/> a Temporary Resident		
<input type="checkbox"/> an Aboriginal	<input type="checkbox"/> a Torres Strait Islander	Visa Number: (if applicable)		
Intended type of travel:	<input type="checkbox"/> Walk	<input type="checkbox"/> Car	<input type="checkbox"/> School Bus	<input type="checkbox"/> Public transport
Language/s spoken at home:	Does the student require ESL: Yes: <input type="checkbox"/> No: <input type="checkbox"/>			
Which language do you want your child to study as a LOTE (Language Other Than English): Turkish: <input type="checkbox"/> Arabic: <input type="checkbox"/>				

Current school name <i>(If applicable)</i> :		Current grade:	
Previous Schools: <i>(If applicable, Please list below)</i>		Grade/s: <small>(eg. grd. 3 - yr 7 or grd 5)</small>	Years <small>(e.g 2008)</small>
Does the applicant have any siblings currently attending Ilim College?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name of Siblings: <i>(attach separate sheet if needed)</i>	Age	Grade	School Currently Attending

Section 2 – PARENT/GUARDIAN INFORMATION

FATHER:

Title:	Given Name:
Surname:	
Country of Birth:	
Address:	
	Post Code:
Postal Address:	
	Post Code:
Home Phone:	Mobile:
Phone (Business Hours):	
Relation to child:	
Email Address:	
Occupation:	
Employers Name:	

MOTHER:

Title:	Given Name:
Surname:	
Country of Birth:	
Address:	
	Post Code:
Postal Address:	
	Post Code:
Home Phone:	Mobile:
Phone (Business Hours):	
Relation to child:	
Email Address:	
Occupation:	
Employers Name:	

LEGAL GUARDIAN 1: *(if applicable)*

Title:	Given Name:
Surname:	
Country of Birth:	
Address:	
	Post Code:
Postal Address:	
	Post Code:
Home Phone:	Mobile:
Phone (Business Hours):	
Relation to child:	
Email Address:	
Occupation:	
Employers Name:	

LEGAL GUARDIAN 2: *(if applicable)*

Title:	Given Name:
Surname:	
Country of Birth:	
Address:	
	Post Code:
Postal Address:	
	Post Code:
Home Phone:	Mobile:
Phone (Business Hours):	
Relation to child:	
Email Address:	
Occupation:	
Employers Name:	

PARENT QUALIFICATION: (You may tick more than one box.)

What is the highest year level of education/qualification the Parent/Guardian have completed.

	Father	Mother	Guardian 1	Guardian 2
Bachelor Degree or above	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advanced Diploma/Diploma	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificate I to IV (including trade certificate)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Year 12 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Year 11 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Year 10 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Year 9 or equivalent or below	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-School qualification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do parents/guardians speak a language/s other than English at home?

Mother Yes No | Father Yes No | Guardian1 Yes No | Guardian2 Yes No

If Yes, please specify: | If Yes, please specify: | If Yes, please specify: | If Yes, please specify:

Child lives with: Mother Father Both Guardian

Are there any custody restrictions: Yes No
(if yes, please present the documents)

BILLING ADDRESS DETAILS:

Surname: | Name:

Street Number and Name: (if not same)

Town/Suburb: | Post Code:

OTHER INFORMATION: (You may tick more than one box.)

1- What prompted you to apply at Ilim College?

- Reputation of the School
- Academic Expectations
- Religious Reasons
- Cultural Issues
- Other, please specify

2- How did you learn about our school?

- Family, Relatives, Friends
- Internet
- Word of Mouth
- Advertisement
- Other, please specify

Section 3 - MEDICAL INFORMATION

Medicare No:

Health Care Card No:

Name of Family Doctor: | Contact Phone:

Clinic Address: | Post Code:

Are you covered by Ambulance for emergency? No Yes, Ambulance Cover Number:

Does the child suffer from Asthma? No Yes, Please attach an action plan. Is Action Plan Attached? Yes No

Any Allergies? No Yes

If Yes, Please list details:

Does the child suffer from any of the following? *(If so, please provide the Action Plans)*
 Epilepsy Diabetes Anaphylaxis Others None

If Other, Please Specify:

Any disabilities or impairments? No Yes

If Yes, Please list details:

Has your child ever been counseled? No Yes

Do you feel your child may need to be referred to school counselor? No Yes
(Ilim College reserves the legal rights to counsel your child with or without your consent depending on the needs basis.)

Is the applicant on any long term medication? No Yes

If Yes, Please list details:

Does your child attend any specialist Services (for eg. Speech Therapist, Behaviour Management, etc)? *If Yes, please give details:* No Yes

Type of Service:	Name of Service:
Contact Person:	Phone:
Address:	Post Code:

EMERGENCY DETAILS:

(Please provide emergency details other than the parent or legal guardian)

EMERGENCY CONTACT 1

Full Name:
Relation to child:
Contact Number:

EMERGENCY CONTACT 2

Full Name:
Relation to child:
Contact Number:

Section 4 - STUDENT BEHAVIOUR

Has your child ever been suspended or expelled from school? No Yes
If Yes, please explain why?

Section 5 - AUTHORIZATION

In the event of any accident, illness or injury to my child, I authorize the Director or Principal to consent to any emergency medical / hospital / ambulance care or treatment deemed necessary by a qualified medical practitioner and I agree to meet all expenses incurred. Such consent includes, blood transfusions and surgical operation.

Parent/Guardian Full Name:	
Signature:	Date:

I give permission to the College Nurse to check my child's hair for head lice, at appropriate times.

Parent/Guardian Full Name:	
Signature:	Date:

Photos of students are sometimes taken for in-house and promotional use. If photographs are taken for local papers, only given names are published. This excludes formal class photographs.

I agree for photograph of my child to be used for promotional use.
I agree for photographs of my child to be used for internal displays

Parent/Guardian Full Name:	
Signature:	Date:

Section 6 – SCHOOL AUTHORIZATION SLIP (PREP ENROLMENTS ONLY)

I give permission for Ilim College Principal and nominated staff to contact the kindergarten/childcare centre/school to obtain information related to my child's _____ learning, development and behaviour.

Kinder/School Name:

Kinder/School Teacher:

Parent/Guardian Full Name:

Signature:

Date:

Section 8 – CONDITIONS OF ENROLMENT

- 1— In submitting this form, parents and students agree to abide by the rules and the regulations of the School.
- 2—All set fees are payable at the beginning of each term.
- 3—Should the student be absent from the College for any reason for five consecutive days or more, the office should be informed and an **“Extended Leave of Absence Form”** must be filled out. Otherwise, students enrolment may be terminated.
- 4—If a student is absent for more than half the term, the parent/guardian will be required to pay for half the term, **only** if an **“Extended Leave of Absence Form”** has been completed. If the student will be absent less than half a term then the full term fees will apply. School fees will be reimbursed only if the absence covers a whole term.
- 5—Parents are liable for the cost of damages caused by their children. This includes damages to school property, legal and debt collection cost incurred by the school.
- 6—Where a parent/guardian wishes to withdraw a student from Ilim College, **five weeks notice** with the completed termination form are required to be submitted to the office. **Please Note:** Parents will be billed with school fees until the Enrolment Termination Form is received.
- 7—Bus Bookings or Bus Cancellations should be made **‘two weeks’** in advance by filling out a **“Bus Booking/Cancellation Form”**. All Bookings/Cancellations should be made directly to office. If cancellation is not received parents will be billed for a full term until the Bus Cancellation Form is received. Full term payment will be required if a cancellation occurs throughout the term. Bus services available only on a yearly basis. A 50% discount will apply if the student will be absent for more than half the term and if an **Extended Absence Form** has been lodged.
- 8—Prompt notice to school of change of address/or other details is essential.
- 9—Year level promotion at the end of the year depends on the progress and the conduct of the student.
- 10—The Principal may require the withdrawal of any student from the College at any time if the progress or conduct is considered unsatisfactory, or whose parent/guardian is considered not to be complying with all school regulations.
- 11—School uniform and school bags for primary is compulsory for all our students which can be purchased from the school uniform shop.
- 12—Ninety percent of attendance is required by all of our students.
- 13—Students are required to attend school, fully equipped with stationery and books. Primary and Secondary religion books are available from the College Book Shop.
- 14— Students should not be picked up from the school early unless it is an emergency, particularly during 3:00pm — 3:30pm.
- 15—To confirm your child's acceptance the school requires a \$200 Building fund fee. The Building Fund is **non-refundable**.
- 16—External VCAL Students are not accepted

Section 9 – ENROLMENT POLICY

Rationale

Ilim College is a co-educational Islamic school, which caters for children from Prep to Year 12. We believe that parents are the first educators of their children and have the obligation to ensure an adequate education for their children, consistent with the rights and obligation of their belief and values.

Aim

To provide an efficient process of enrolment that satisfies the needs of both students and Ilim College.

Guidelines for Implementation

The following guidelines must be followed when students from Years Prep to 12 are applying to the College. Parents need to make sure that all required documents are attached and that all application fees are paid. Once a decision has been made regarding the enrolment of a student, it may not be disputed.

Ilim College will not proceed with the enrolment process if all of the below and additional PREP requirements are not met.

- Parents wishing to enrol their child will need to fill out this application form.
- A **\$50 non-refundable fee** must also be paid, for an application to be processed. Parents are also expected to cover any additional costs.
- Provide **birth certificate**, or passport for Australian born applicants and Visa and passport for overseas born applicants.
- A copy of the applicants **latest and previous school reports** is to be provided. (Excluding PREPS)
- **2 passport sized photos** clearly labeled with child's date of birth, name and surname are to be provided
- Applicants whom have currently enrolled siblings and/or have immediate parents as staff members of the college will be prioritized, provided they meet entrance requirements.
- Students will need to sit for an entrance exam varying from 1 to 2 hours (depending on their year level) and achieve an average **of at least 60% for grade 1-6, 70% for year 7-10 and 80% for year 11-12**, to be considered as an applicant. (Excluding PREPS)
- Sign consent section on application form, agreeing for nominated staff to contact previous school in order to obtain information related to the child.
- Both parents and students will need to sit for an interview.

Additional Requirements for PREP Applicants:

- Provide proof of age indicating that they have turned 5 years of age.
- Provide all copies of all up to date immunization records.
- Applicants for prep whom have attended kindergarten/registered childcare equivalent programs will be prioritized. In place of a written exam, students will undergo an age appropriate one to one test of their language /speaking and social abilities.

Additional Requirements for VCE/VCAL Applicants:

- External VCAL enrolments are not accepted in Ilim College.
- Students enrolling in the VCE or Internal VCAL program must fill in the required VASS documents. Students joining Ilim College from another school will have their VASS file transferred by the VASS coordinator.
- All students will undertake a careers and unit selection counselling session during interview to determine recommendation to VCE or VCAL/Partnership TAFE VET courses.

Once all of the required documents have been provided, a letter of receipt of application together with notification of time/date of the entrance exam will be issued.

All aspects of the enrolment process are taken into consideration when determining acceptance of an applicant's enrolment. The applicant's exam result, information obtained from previous school as well as interviews will be taken into consideration where the Vice Principals will consult with the Principal and discuss student's possible enrolment.

If the applicant or parents do not speak English fluently, interviews can be carried out in both Arabic and Turkish. This is to ensure that the school caters for the student and their families to the best of our ability.

At the completion of the college entrance test and interviews the process will continue depending on the outcomes as follows:

Rejection of applicant:

A formal letter of rejection will be sent to the applicants address once the decision has been finalized. This final decision is the college’s discretion and cannot be disputed by the parent/applicant. If there were any discrepancies during the process, it should be dealt with before the final result is received. The child’s information will be discarded within a year and the child will not be given another chance until a year lapses and a new application is made.

Waiting List:

In such circumstances where the applicant is successful but there is no space available in the required year level, the child may be placed in the school waiting list. Parents will be notified if a space becomes available within that year. Once a year lapses application a new application must be made if parents wish for their child to stay on the application list.

Acceptance of Applicant:

Should the applicant be considered successful an acceptance letter will be sent home to parents approximately two weeks after the interviews and exam. Parents will then need to contact the school if their child has been accepted and pay the *non-refundable* building fee to confirm and secure their child’s enrolment before the indicated date.

Ilim College holds an open day within term 3 to offer the opportunity to parents to observe the school, staff and facilities offered. Late applications will not be accepted after the Ilim Entrance Exam date, but those students may be put on the waiting list. Provided that there is available space in a particular year applicants will be considered throughout the year.

Enrolment Renewal Procedures:

An enrolment renewal form will be sent home to current students generally in term 3 or 4 asking parents to indicate whether their child will be attending the school the following year. Parents should read the conditions carefully before signing the enrolment renewal form. A parent, who signs the form, has agreed to all school policies and conditions and will be bound by it. To finalize the enrolments for the following year, parents should return the form by the indicated deadline. If the school does not receive the enrolment renewal form by the set date, then the student will not be considered enrolled for the following year. Therefore students who are on the waiting list will have first preference. Please note that, promotion to the year above is based on academic performance. Therefore enrolment renewal does not guarantee this promotion. Interviews to discuss the enrolment can be arranged through the office.

Enrolment Terminating Procedures:

A parent who wishes to terminate his/her child’s enrolment must inform the school at least 5 weeks in advance via filling out a school ‘Enrolment Termination Form’ available from the office. Otherwise they will have to continue paying school fees until school is notified of termination and be charged a further 5 weeks of school fees. Once a student has terminated his or her enrolment, the students place will be taken by a new applicant. If the student wants to return to Ilim College they must re apply as a new applicant.

In circumstances where currently enrolled families are unable to meet the financial requirements of Ilim College e.g. school fees and cost of uniform, ‘Family Financial Assistance Program’ application form is available from the office and must be filled out to modify methods of payment subject to approval of the school board and the principal.

Section 10 – DECLARATION

I/we certify that the above information given herein by me/us is correct. I/We have read and note above “*Condition of Enrolment*” and “*Enrolment Policy*” and I/we agree to be bound by these or any regulations of the school.

I/we also understand my responsibility to assist my/our child in upholding the ideal of Ilim College and agree to co-operate with the College authorities in supporting the regulations initiated by Ilim College.

(To be signed and dated by both parent/guardians. The signatory/signatories shall be responsible for the payments of all accounts.)

Father’s Full Name:

Father’s Signature:

Date:

Mother’s Full Name:

Mother’s Signature:

Date:

ONLY If Applicable:

Guardian 1’s Full Name:

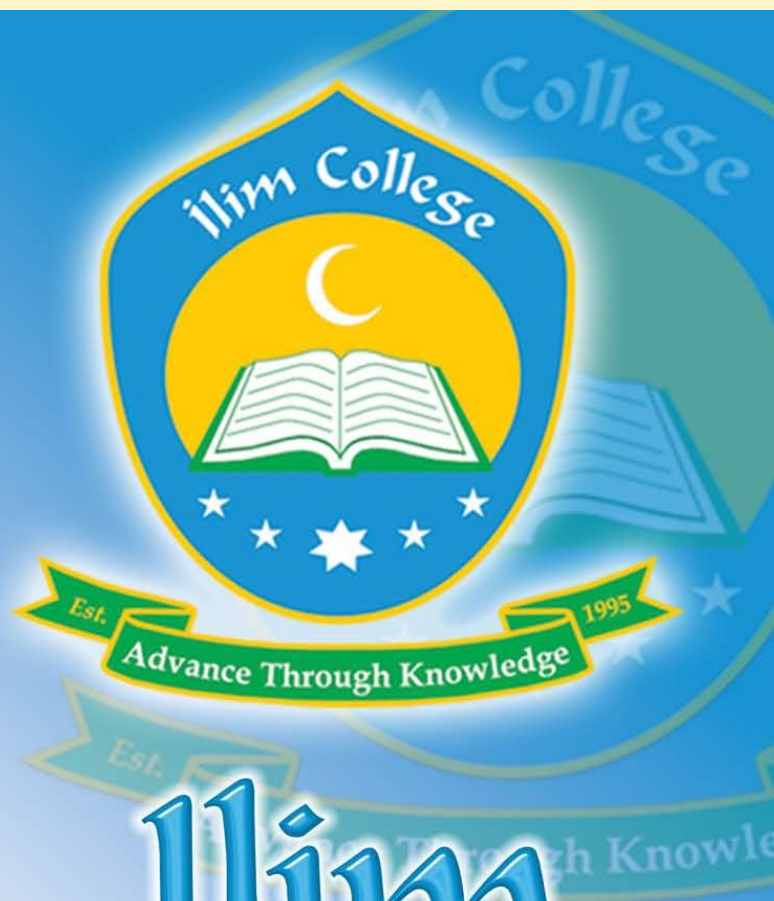
Guardian 1's Signature:

Date:

Guardian 2's Full Name:

Guardian 2's Signature:

Date:



Ilim College

“Advance Through Knowlegde”

spirituality
excellence
community
honesty
Peace

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