

THE ISLAMIC COLLEGE OF BRISBANE

INTERNATIONAL ENROLMENT APPLICATION FORM 2B



- All Applications are to be made by completing the school's **International Enrolment Application Form 2B**. A separate enrolment form is required for each child.
- ☒ Before completing this form, review the International Student Information on www.icb.qld.edu.au
- ☒ **The Islamic College of Brisbane only accepts off-shore student visa international applications.**
- ☒ All Supporting Documents must be supplied with this form (Where the above documents are not in English, certified translations in English are required, with necessary costs to be met by the applicant.):
 - Passport (Photo ID Page)
 - School reports for the last year (two semesters)
 - A completed Reference Form from the student's current or most recent College Principal is also required if student Report Cards do not record student behaviour or commitment to studies
 - Immunisation Records
 - Evidence of an acceptable English language test score or evidence of exempt category requirements
- ☒ Applications for immediate enrolment will be subject to availability of places.
- ☒ Please note that lodgement of this application does not guarantee enrolment.
- ☒ This application will only be accepted with the payment of a **Non-Refundable Application Fee of \$400 AUD** (International bank charges are payable by the applicant).

APPLICANT DETAILS

Surname: _____

First Name: _____

Middle Name(s): _____

Proposed CRICOS Course Code: _____

Proposed Year Level Entry*: _____ (e.g. Year 1)

Proposed Enrolment Period: _____ to _____
(e.g. Term 1 2018 to Term 4 2020)

[Please attach a
passport-style
photograph here]

**The College may recommend a different year level based on student's English proficiency level/ICB entrance exam results*

OFFICE USE ONLY

CHECKLIST

CRICOS Course Code:		Copy of Passport/Visa	
Date Received		Copy of Birth Certificate	
Parent Code		Copy of Immunisation Record	
Student Code		Copy of School Reports	
Number of Siblings at ICB		Principal Reference Form Attached	
Application Fee Receipt Number		English Language Test Results	
Comments:			

Islamic College of Brisbane Limited Trading As The Islamic College Of Brisbane | ABN 29064778927 | CRICOS: 02435A

45 Acacia Road, Karawatha QLD 4117 | PO Box 1769, Springwood QLD 4127 | Tel: (07) 3841 3645 | www.icb.qld.edu.au |

Fax: (07) 3841 4320 | Email: admin@icb.qld.edu.au

ICB ENROLMENT AGREEMENT FORM

To enrol your child at Islamic College of Brisbane you must complete this enrolment form in English. If you need an explanation on any of the questions, or help in completing this application, please ask for assistance from the school enrolment officer. Should you choose to submit an incomplete form; the processing of your application will not be completed and will not be given priority. The information you provide will be used by the School to enrol your child, assist the School to communicate with you, and to care for your child while at school.

The information you provide will be used to process your child's application for enrolment. It will only be used or disclosed for the following purposes:

- General student administration relating to the education and welfare of the student.
- Communication with students, 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 purpose required by Law.

The information will be stored securely. You may access or update any personal information by contacting the School. If you have any concerns about the way your personal information has been collected, used, or disclosed, you should contact the School. The health-related information is being collected for the primary purpose of ensuring the health and safety of all students, staff, and visitors to the school. It may be used and disclosed to medical practitioners, health workers, government departments, and/or other schools for this primary purpose, or for other related purposes.

Islamic College of Brisbane will consider enrolment applications from students wishing to apply for a Student Visa, subject to compliance with minimum requirements and conditions set by the school, and with legislative requirements of the State of Queensland and the Commonwealth of Australia, including any requirements to undertake extra tuition to learn English to meet the English language proficiency standard needed to enter mainstream classes. Applications for enrolment must be made on this form. This must be correctly completed, and must be accompanied by the following documents to support the application:

- a) Copies of Student Report Cards from the previous year of study, including a copy of the latest Student Report;
- b) A completed Reference Form from the student's current or most recent College Principal is also required if student Report Cards do not record student behaviour or commitment to studies;
- c) Written evidence of proficiency in English as a second language
- d) Photocopy or scanned copy of passport page with name, photo identification, passport number and expiry date
- e) Enrolment Application Fee

Where the above documents are not in English, certified translations in English are required, with necessary costs to be met by the applicant. An application for enrolment can only be processed when all of the above are received by the Enrolments Officer. The College may require relevant testing of the applicant to assess the application. Minimum academic and English language requirements are as follows:

Academic Requirements

Students must provide evidence of satisfactory academic performance appropriate to entry to the Year Level requested on the Application for Enrolment:

For Prep - 6:

- Evidence of application to college work and age-appropriate achievement in literacy and numeracy areas of the curriculum

For Year 7-10 students:

- A pass level or "C" grade or above equivalent for the majority of core subjects

For Year 11-12

- A pass level or "C" grade or above equivalent for the majority of core subjects,

English Language Proficiency Requirements

1. *Islamic College of Brisbane* requires evidence of sufficient proficiency in English to successfully meet the curriculum demands of the enrolled course. This is a requirement under the 2007 National Code of Practice, Section D Standard 2.
2. If applicable, the College can assess evidence of English language proficiency presented by a student at the time of application.

Alternatively, *Islamic College of Brisbane* accepts results from the following test instruments:

- If the student has been attending an English-speaking school for at least a year and can demonstrate their ability to read, write and speak English & can provide a statement from their current school confirming their English Proficiency.
- Prep to grade 6: ICB primary entrance exam at their current school
- Grade 7 – 10: ICB secondary entrance exam at their current school

ENGLISH TEST	IELTS	CAMBRIDGE ENGLISH
Year 10	4.5	147
Year 11	5	154
Year 12	5.5	162

3. Students should note that if their language proficiency is below that outlined above, they may be required to undertake an intensive English language course before beginning mainstream studies.
4. Students wishing to enter the College below year 10 level are assessed individually based on the contents of their report cards and personal references, and may also be required to undertake a language proficiency test set by the school.

Islamic College of Brisbane Limited Trading As The Islamic College Of Brisbane | ABN 29064778927 | CRICOS: 02435A

45 Acacia Road, Karawatha QLD 4117 | PO Box 1769, Springwood QLD 4127 | Tel: (07) 3841 3645 | www.icb.qld.edu.au |

Fax: (07) 3841 4320 | Email: admin@icb.qld.edu.au

STUDENT'S DETAILS

Surname:		First Given Name:	
Middle Given Name(s) (if any):		Preferred Name:	
Date of Birth:	Gender: Female / Male	Religion:	
Country of Birth:		Nationality:	
Student's Residential Address (Home Country):			
Street:			
Town/Suburb:		Country:	
City:		Province/State:	
Post Code:		Home Phone:	
Have you ever had a visa refusal? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide documentation			
Language(s) other than English spoken at home?			
Student currently lives with:	<input type="checkbox"/> Both Parents	<input type="checkbox"/> Father only	<input type="checkbox"/> Mother only <input type="checkbox"/> Other:
Current or Last School Attended:			
Year Level Studied:	Terms Completed: Term 1 <input type="checkbox"/> Term 2 <input type="checkbox"/> Term 3 <input type="checkbox"/> Full Year		
Has the student studied English at school: <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please indicate number of years/months the student studies English. Years: _____ Months: _____			
<p><i>Please attach school reports indicating student's progress over the last year</i> <i>Please read our English Proficiency & Academic Requirements on page 2 of the application form</i></p>			

EMERGENCY CONTACTS

In case we cannot contact you, the parent or guardian, in the event of an emergency, please provide contact details of at least two other emergency contacts. An emergency contact is required for someone in your home country and a contact in Australia will need to be provided once you arrive in Australia. Please ensure that you have discussed this with the people you have listed below and have their permission to be emergency contacts for your child.

EMERGENCY CONTACT'S NAME	RELATIONSHIP TO STUDENT	HOME TELEPHONE NUMBER	MOBILE TELEPHONE NUMBER

FATHER'S / MALE GUARDIAN'S DETAILS

Surname:																							
Given Names:																							
Address (if same as applicant, write "As Above"):																							
Suburb:	State:	Postcode:																					
Home Telephone Number:	Work Telephone Number:																						
Mobile Telephone Number:	E-mail Address:																						
Country of Birth:	Occupation																						
Employer Address:																							
Language(s) other than English spoken at home (if any):																							
Highest level of school education completed: Primary School: Yes / No Secondary School: Yes / No If yes, which level did you complete: Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below <input type="checkbox"/>	Highest level of post-school qualification completed: Please leave blank if not applicable. <table border="1"> <thead> <tr> <th>Qualification</th> <th colspan="2">Qualified</th> </tr> <tr> <th></th> <th>in Australia</th> <th>Overseas</th> </tr> </thead> <tbody> <tr> <td>Master's Degree or above</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Bachelor Degree or equivalent</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Diploma/Advanced Diploma</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Certificate I to IV (inc. Trade Cert)</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>. No non-school qualification</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>		Qualification	Qualified			in Australia	Overseas	Master's Degree or above	<input type="checkbox"/>	<input type="checkbox"/>	Bachelor Degree or equivalent	<input type="checkbox"/>	<input type="checkbox"/>	Diploma/Advanced Diploma	<input type="checkbox"/>	<input type="checkbox"/>	Certificate I to IV (inc. Trade Cert)	<input type="checkbox"/>	<input type="checkbox"/>	. No non-school qualification	<input type="checkbox"/>	<input type="checkbox"/>
Qualification	Qualified																						
	in Australia	Overseas																					
Master's Degree or above	<input type="checkbox"/>	<input type="checkbox"/>																					
Bachelor Degree or equivalent	<input type="checkbox"/>	<input type="checkbox"/>																					
Diploma/Advanced Diploma	<input type="checkbox"/>	<input type="checkbox"/>																					
Certificate I to IV (inc. Trade Cert)	<input type="checkbox"/>	<input type="checkbox"/>																					
. No non-school qualification	<input type="checkbox"/>	<input type="checkbox"/>																					
What is the Occupation Group? Please refer to Page 5 for the occupation group and enter the number here: <input type="checkbox"/>																							
Please select the appropriate occupation group from the list on page 5. If the person is not currently in paid employment, but has had a job in the last 12 months, or has retired, please use the persons last occupation. If the person has not been in paid work for the last 12 months, enter the number 8.																							

MOTHER'S / FEMALE GUARDIAN'S DETAILS

Surname:																				
Given Names:																				
Address (if same as applicant, write "As Above"):																				
Suburb:	State:	Postcode:																		
Home Telephone Number:	Work Telephone Number:																			
Mobile Telephone Number:	E-mail Address:																			
Country of Birth	Occupation																			
Employer Address:																				
Language(s) other than English spoken at home (if any):																				
Australian Citizen: Yes / No	Australian Permanent Resident: Yes / No If yes, visa number:																			
Highest level of school education completed: Primary School: Yes / No Secondary School: Yes / No If yes, which level did you complete: Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below <input type="checkbox"/>	Highest level of post-school qualification completed: Please leave blank if not applicable. <table border="1"> <thead> <tr> <th>Qualification</th> <th colspan="2">Qualified</th> </tr> <tr> <th></th> <th>in Australia</th> <th>Overseas</th> </tr> </thead> <tbody> <tr> <td>Master's Degree or above</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Bachelor Degree or equivalent</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Diploma/Advanced Diploma</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Certificate I to IV (inc Trade Cert)</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>		Qualification	Qualified			in Australia	Overseas	Master's Degree or above	<input type="checkbox"/>	<input type="checkbox"/>	Bachelor Degree or equivalent	<input type="checkbox"/>	<input type="checkbox"/>	Diploma/Advanced Diploma	<input type="checkbox"/>	<input type="checkbox"/>	Certificate I to IV (inc Trade Cert)	<input type="checkbox"/>	<input type="checkbox"/>
Qualification	Qualified																			
	in Australia	Overseas																		
Master's Degree or above	<input type="checkbox"/>	<input type="checkbox"/>																		
Bachelor Degree or equivalent	<input type="checkbox"/>	<input type="checkbox"/>																		
Diploma/Advanced Diploma	<input type="checkbox"/>	<input type="checkbox"/>																		
Certificate I to IV (inc Trade Cert)	<input type="checkbox"/>	<input type="checkbox"/>																		
What is the Occupation Group? Please refer to Page 5 for the occupation group and enter the number here: <input type="checkbox"/>																				

LIST OF OCCUPATION GROUPS

GROUP 1	GROUP 2	GROUP 3	GROUP 4
Senior management in large business organisation, government administration & defence, and qualified professionals	Other business managers, arts/media/sportspersons and associate professionals	Tradesmen/women, clerks and skilled office, sales and service staff	Machine operators, hospitality staff, assistants, labourers and related workers
Senior executive/manager/department head in industry, commerce, media or other large organisation	Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business.	Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.	Drivers, mobile plant, production/processing machinery and other machinery operators
Public service manager (section head or above), regional director, health/education/police/ fire services administrator	Specialist manager [finance/engineering/production/ personnel/industrial relations/ sales/marketing]	Clerks [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/ claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/ inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]	Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper]
Other administrator [school principal, faculty head/dean, library/museum/gallery director, research facility director]	Financial services manager [bank branch manager, finance/ investment/insurance broker, credit/loans officer]	Skilled office, sales and service staff	Office assistants, sales assistants and other assistants
Defence Forces Commissioned Officer	Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]	Office [secretary, personal assistant, desktop publishing operator, switchboard operator]	Office [typist, word processing/data entry/business machine operator, receptionist, office assistant]
Professionals generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others	Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/ woman, coach, trainer, sports official]	Sales [company sales representative, auctioneer, insurance agent/ assessor/loss adjuster, market researcher]	Sales [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]
Health, Education, Law, Social Welfare, Engineering, Science, Computing professional.	Associate professionals generally have diploma/technical qualifications and support managers and professionals	Service [aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]	Assistant/aide [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]
Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, value]	Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional.		Labourers and related workers
Air/sea transport [aircraft/ships captain/officer/pilot, flight officer, flying instructor, air traffic controller]	Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]		Defence Forces ranks below senior NCO not included in other groups
	Defence Forces senior Non-Commissioned Officer.		Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farmhand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]
			Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]

STUDENT WITH SPECIAL NEEDS

PLEASE NOTE: Islamic College of Brisbane does not have the facilities to cater for students with special needs.

STUDENT MEDICAL REPORT

Medicare Number/Private Health:		Position on Medicare Card:		
Medicare Expiry Date				
Doctor's Name		Telephone Number:		
Doctor's Address:				
Does your child have or suffer from any of the following conditions? Please circle the applicable answer.				
Heart/Vascular Disease: Yes / No	Rheumatic fever Yes / No	Tuberculosis Yes / No	Diabetes Yes / No	Visual Impairment Yes / No
Musculoskeletal Problems Yes / No	Hepatitis Yes / No	Asthma Yes / No	Epilepsy Yes / No	Hearing Impairment Yes / No
Travel Sickness Yes / No	Bed Wetting Yes / No	Anaphylaxis Yes / No	If yes, please provide school with an ASCIA Plan for Anaphylaxis.	
Allergies: Please specify.				
Other: Please specify.				
If your child suffers from any of the above, or requires the administration of medication during school hours, please provide a health care plan which has been developed in consultation with your child's doctor once you have arrived in Australia.				

STUDENT'S HISTORY RELEVANT TO RISK ASSESSMENT

Islamic College of Brisbane has a responsibility to assess and manage any risk of harm to its staff and students. This application gives you the opportunity to provide the school with information that will help facilitate the smooth transition of student into the specific school setting. This may include preparing a behaviour management plan or other appropriate strategies directed at meeting the particular needs of the student. The action taken in response to the information you provide will help to safely support students in the school and contribute to ensuring the safety of your child, other students, and staff.

To the best of your knowledge, is there anything in your child's history or circumstances (including medical history) which might pose a risk of any type to him / her, other students, or staff at this school? Yes No

If yes, please provide a brief description of your child's medical or other history which might pose a risk of any type to him / her, other students, or staff at this school:

Please provide names and contact details of professionals or other relevant bodies that have knowledge of these issues:

Does your child have any history of violent behaviour? Yes No

If yes, please provide brief details: _____

Please answer the following questions about your child:	YES	NO
Has your child ever been suspended or expelled from a school or childcare facility?		
Has your child ever committed an actual violent act against any person?		
Has your child ever been found in possession of a weapon or any item used to cause harm or injury?		
Has your child ever made threats of violence or intimidation of staff, students, or others at a school or childcare facility?		
Has your child ever been found to be in possession of or using illegal drugs or other illegal substances?		

Your answers to the above questions will help the school to formulate an appropriate behaviour management plan in relation to your child should the need arise.

CONDITIONS OF ENROLMENT

Student's Full Name: _____ Year Level: _____ Date: _____

I/We the parents/guardians undertake and accept the following conditions of enrolment:

1. I/We will comply with the Rules and Regulations of the schools that are in force at any time and will keep the school indemnified against any loss or damage caused by any failure of the student to observe such Rules and Regulations. I/We agree that such Rules and Regulations may be altered or added to at any time (by a simple announcement at the School Assembly or any Newsletter).
2. I/We agree to pay the Semester and Levies fee prior to commencing enrolment.
3. I/We understand that there is a non-refundable \$400 application fee with this application.
4. The student will abide by the Rules and Regulations of the School that are in place at any time.
5. The student shall attend all classes and lessons, failure to do so would necessitate an explanatory note from either parent/guardian or a medical certificate if absence was caused by illness.
6. The student will attend school in full correct school uniform and wear it in a clean and presentable manner. The hairstyle (boys) of the student will also comply with school rules as outlined in the School Prospectus/Uniform Policy.
7. I/We give permission for the school to take the student on Educational Excursions and Sporting Activities whilst under staff supervision.
8. I/We agree that the student and our family will attend all school curricula and State curricula activities as requested, being part of the normal school program, and will support the school fully in attaining its objectives.
9. I/We agree that the student must be picked up by 3:40pm or they will be sent to the After-School Care Program (ASCP). Students in the ASCP will be charged fees appropriately. Registration with After School Care program is compulsory for all enrolling students (Prep – Years 6) at ICB.
10. I/We agree that the student who is either ill or injured will be referred to the school nurse for an initial assessment.
11. The school is to be advised of any medical problems or special medication required by the student. In the event of any medical emergency arising in which the principal considers it impossible or impracticable to communicate with the parent or guardian, the principal is authorised to take the student to a medical professional or centre and/or administer medications, if deemed necessary for the wellbeing of the child.
12. I/We note that we are not permitted to enter the main grounds or any classrooms without permission or prior notification from the administration office.
13. The school reserves the right to use any negatives, transparencies, photographs and films depicting the student for school purposes.
14. The principal (or Principal's nominee) reserves the right to discipline, suspend or expel any student who see attitude or behaviour is not conducive to the school's welfare.
15. I/We have fully and accurately disclosed any information required by the school for its consideration in determining the enrolment of my child.
16. Any damage or loss of school property caused by a student will need to be paid by the parent/guardian of the student.
17. Disciplinary measures will only be dealt with the parent/guardian.
18. The above conditions are enforced by the Principal or any Acting Principal or other Senior Teacher.
19. Giving false or misleading information is a serious offence. In the event that statements made in this application later prove to be false or misleading, any decision made as a result of this application may be reversed.

DECLARATION AND UNDERTAKING

We _____ parents/guardian of _____ have read all sections of the above-mentioned admission and fee policy and understand the consequences of not observing the set conditions. We declare that we accept the policy in full and without any reservations. We also give the undertaking to respect the policy and to pay the fees on time by the due date.

We sincerely declare that the information given in this Enrolment Agreement Form is correct and accurate to the best of our knowledge and belief. We recognise that, should statements in this application later prove to be false or misleading, any decision made as a result of this application may be reversed.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

OFFICE USE ONLY

Application Checked by: _____ Signature: _____ Date: _____

Application Approved: Yes No Signature: _____ Date: _____