

# ENROLMENT APPLICATION



## 1. Details of student applicant (Please use BLOCK LETTERS)

Applicant to enter year level  Start Date  DD/MM/YYYY Springvale  Officer

Family name/ surname

Gender: Male ☐ Female ☐

Given name

Date of birth  DD/MM/YYYY  
(Attach birth certificate)

Preferred name

Religion

Applicant's address

Post Code

Applicant's home telephone number

The applicant lives with:

Both parents ☐ Mother ☐ Father ☐ Other

Is there any court order (pending) or agreement in relation to this applicant?

No ☐ Yes ☐ (Please attach documentation if order/agreement is in place translated into English)

In which country was the applicant born? Australia ☐ Other ☐ Specify

Nationality

Is the applicant of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, please tick both boxes)

No ☐ Aboriginal ☐ Torres Strait Islander ☐

Does the applicant speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)

No, English only ☐ Yes, other please specify

**Please complete the following where applicable** (Overseas applicant's only)

Do you hold a current Visa for entry to Australia? No ☐ Yes ☐ If yes, please complete the following and attach a copy of VISA:

Visa number  Visa subclass

Visa expiry date  DD/MM/YYYY Date of arrival in Australia  DD/MM/YYYY

Passport number  Expiry date  DD/MM/YYYY

## 2. Academic records

School / Kindergarten currently attending

Location of School  Year level

Victorian School Number (VSN) (If known)

Attach most recent school reports (Mandatory)

### 3. Special Needs

Does your child have any any special needs?

No

Yes

*If Yes, please provide further details and attach a copy of Specialist Report.*



Academic

Physical

Social

Emotional

English Language Support

Other

Explanation

*It is essential for planning that you inform the College of ANY special needs your child may require.  
Failure to disclose this information may result in any offer of a place being withdrawn.*

### 4. Medical Information

Medicare Number

Ambulance Cover

No

Yes

Do you hold a Concession Card?

No

Yes

Concession Card Number

Type of Concession Card?

Doctors Name/  
Medical Centre

Phone

Does your child have a difficulty with any of the following?

Hearing

Speech

Vision

Mobility

Explanation

Does your child suffer from any of the following? ( Please tick and submit management plan details if applicable)



Asthma:

Mild

Severe

Seasonal

Diabetes:

Type 1

Type 2

Epilepsy:

Allergies: (food, animal, plants, medical etc)

Anaphylactic:

No

Yes

Epipen:

No

Yes

Other:

Does your child take regular medication for his/her health condition?

No

Yes

If yes, please give details

Immunisation Details

Is your child's Immunisation up to date?

Yes

( Attach a copy of Immunisation Report, if applicable)

No

Explanation

## 5. Parent Details

### Parent 1 / Guardian 1 - Fee Payer

Dr ☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other ☐

Family name/ surname  Given names

Relationship to applicant  Date of birth  DD/MM/YYYY Country of birth

Address  Post Code   
(If different to applicant)

Telephone (Including International & Area Code) Home

Work  Mobile

Email

What is the level of highest year of schooling  
Parent 1/ Guardian 1 has completed? (tick 1)

(For persons, who have never attended school,  
tick Year 9 or equivalent below)

- ☐ Year 12 Equivalent
- ☐ Year 11 Equivalent
- ☐ Year 10 Equivalent
- ☐ Year 9 Equivalent or below

What is the level of the highest qualification the  
Parent 1/ Guardian 1 has completed? (tick 1)

- ☐ Bachelor degree or above
- ☐ Advanced Diploma /Diploma
- ☐ Certificate I to IV ( including Trade Certificates)
- ☐ No non- school qualification

### What is the occupation group of Parent 1 / Guardian 1?

Please select the appropriate occupation group from the attached list.

• If the person is not currently in paid work but has had a job in the last 12 months, or has retired in the past 12 months, please use their last occupation to select from the attached occupation group list.

• If the person has not been in paid work for the last 12 months, tick the last box.

- ☐ Group 1
- ☐ Group 2
- ☐ Group 3
- ☐ Group 4
- ☐ Not in paid work for the last 12 months

Does the Parent 1/Guardian 1 speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)

No, English Only ☐ Yes, Please specify

Nationality

Religion



## 5. Parent Details *Continued*

### Parent 2 / Guardian 2 - Fee Payer

Dr ☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other ☐

Family name/ surname  Given names

Relationship to applicant  Date of birth  DD/MM/YYYY Country of birth

Address  Post Code   
(If different to applicant)

Telephone (Including International & Area Code) Home

Work  Mobile

Email

What is the level of highest year of schooling  
Parent 2/ Guardian 2 has completed? (tick 1)  
(For persons, who have never attended school,  
tick Year 9 or equivalent below)

- ☐ Year 12 Equivalent
- ☐ Year 11 Equivalent
- ☐ Year 10 Equivalent
- ☐ Year 9 Equivalent or below

What is the level of the highest qualification the  
Parent 2/ Guardian 2 has completed? (tick 1)

- ☐ Bachelor degree or above
- ☐ Advanced Diploma /Diploma
- ☐ Certificate I to IV ( including Trade Certificates)
- ☐ No non- school qualification

### What is the occupation group of Parent 2 / Guardian 2?

Please select the appropriate occupation group from the attached list.

• If the person is not currently in paid work but has had a job in the last 12 months, or has retired in the past 12 months, please use their last occupation to select from the attached occupation group list.

• If the person has not been in paid work for the last 12 months, tick the last box.

- ☐ Group 1
- ☐ Group 2
- ☐ Group 3
- ☐ Group 4
- ☐ Not in paid work for the last 12 months

Does the Parent 2/Guardian 2 speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)

No, English Only ☐ Yes, Please specify

Nationality

Religion

## 6. Family Information

## 7. Emergency Contact

Please provide details of a person (other than parents) who may be contacted in case of an emergency. Please be assured that every attempt will be made to contact the parents prior to contacting this person

## 8. Marketing & Promotion

What influenced you to apply for enrolment of your child at Minaret College?

Please rank in order 1-3, the most useful sources below that assisted you in learning about the school.  
(with 1 being the most useful)



## 9. Privacy

Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities. In other instances, information collected on this form or during your enrolment can be disclosed without your consent where authorized or required by law.

The National Privacy Principles contained in the Commonwealth Privacy Act require Minaret College to advise all families, future, current and past, of the need from time to time to disclose personal information to other people providing services to the School, or others who provide information related to your child's educational needs. Information such as medical and personal details of the students and their families will be held by the School, before and during the course of the student's enrolment.

The school has a duty of care throughout your child's period of enrolment and may need to disclose to others such as organisers of excursions, camps and sports programs information to assist in the duty of care of your child.

## 10. Declaration Statement *(Application will not be processed unless agreement is signed)*

I/We have read and agreed to the conditions in the following documents:

All School policies and procedures.

I/We understand that if this application is successful the information that I/we have provided must be kept up to date throughout the period of enrolment;

If this enrolment application is successful I agree to honour the financial commitments required by the school as per the Schedule of Fees and Charges;

I/We have included the Application fee with this application for enrolment and I/we understand that this **money is non refundable** if the application is unsuccessful; and

I/We have read all of the information in the Enrolment Package and understand the policies that we will need to abide by should this enrolment application be successful. I/we understand that if any misleading information has been provided, or any omission of significant, relevant information made in this application for enrolment, acceptance will not be granted, or if discovered after acceptance the enrolment may be withdrawn.

I \_\_\_\_\_ the parent/guardian of \_\_\_\_\_  
\_\_\_\_\_ am fully aware of and accept these conditions under which my child is being admitted to study in Minaret College.

Signatures of parents/guardian \_\_\_\_\_

Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

### Student Agreement for Admission

*In case of a child who is unable to sign, one of the parent should write part of the child's name in the relevant signature space*

I agree to study at Minaret College under the following conditions

1. I recognise that Minaret College is an Islamic School and I must abide by all the rules, policies and regulations of the College, which reflect Islamic teachings and Islamic moral code.
2. I must respect and obey the teachers and attend, to the best of my ability, to the tasks required of me.
3. I must treat all the students as Brothers and Sisters in Islam with the sense of mutual respect and co-operation.
4. I must respect the schools' property and assist in maintaining the College's pleasant environment
5. I will be required to leave this College at any time if I do not observe the above terms and conditions.

I \_\_\_\_\_ accept the above conditions under which I am being admitted to study in Minaret College.

Signature of student \_\_\_\_\_

Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

## 11. Billing Instructions

School fees will be paid by: Contact 1 ☐ Contact 2 ☐ Other ☐

Title:  Given Name:

Family Name:

Relationship to applicant:  Contact No:

Address:  Post Code   
(if different to the applicant)

Signature:  Email:

## 12. Communication









Who should the school communicate with regarding day to day matters?

Both Parents ☐ Mother ☐ Father ☐ Guardian ☐

Other ☐ Please specify

## 13. Checklist

Please ensure that the following documents are returned with the application form

- ☐ Completed and signed Enrolment Application (This form)  ( A seperate application has to be submitted for each child)
- ☐ Application fee (non refundable) ( Enrolment forms will not be processed unless payment is received)
- ☐ Copy of birth certificate or passport with birthdate ( Translated in English) 
- ☐ Copy of most recent school report 
- ☐ Childs Immunisation History ( Statement from Medicare) 
- ☐ Court Order/ Agreement ( Only if applicable) 
- ☐ Copy of Australian Visa ( Overseas students if already received) 
- ☐ Copy of Specialist Report ( Only if applicable) 
- ☐ Health Management Plan ( Only if applicable) 

### OFFICE USE ONLY

Date of Application Received:

Student Code:

Family Code:

Applicant Fee Paid: \$  AUD  
Cash/ EFT/ Credit Card

**\*This application places your child on a waiting list and is not a guarantee of a position, until such time an offer of enrolment is made.**

### How to submit your application

Email: [enrol@minaret.vic.edu.au](mailto:enrol@minaret.vic.edu.au)

Mail: **Enrolments Officer**

Minaret College  
PO BOX 364  
Springvale 3171  
Victoria

In Person:

Springvale Campus  
36-38 Lewis Street  
Springvale  
T: #613 9574 0567

Officer Campus  
67 Tivendale Road  
Officer  
T: #613 5943 2058





# PARENT OCCUPATION DEFINITION

Please select the appropriate group from the following list and tick the box in the enrolment application.

Unemployed for more than 12 months

If you are not currently in paid work but have had a job in the last 12 months, or have retired in the last 12 months, please use your last occupation to select from the list. If you have not been in paid work for the last 12 months, tick the last box (option) into the 'occupation code' field on the enrolment application.

## OCCUPATION GROUP 1

### SENIOR MANAGEMENT IN LARGE BUSINESS ORGANISATIONS, GOVERNMENT ADMINISTRATION AND DEFENCE AND QUALIFIED PROFESSIONALS

Senior Executive / Manager /Department Head in industry, commerce, media or other large organisation

Government administration -Public Service Manager (Section head or above ),

Defence Forces Commissioned officer

Qualified Professionals – generally have a degree or higher qualifications and experience in applying this knowledge to:

-design, develop or operate complex systems, identify, treat and advise on problems, teach others in Health, Education, Law, Social Welfare, Engineering, Science, Computing professional, Business, Air/sea transport professional.

## OCCUPATION GROUP 2

### OTHER BUSINESS OWNERS/MANAGERS, ARTS/MEDIA/SPORTSPERSONS AND ASSOCIATE PROFESSIONALS

Business Owner / Manager of

o Farm/business owner/manager of farm, building/construction, manufacturing, mining, wholesale, import/export, transport business manager, real estate business]

o Specialist manager [e.g. works manager, engineering manager, sales/marketing manager, purchasing manager,]

o Financial services manager [e.g. bank branch manager, finance/investment/insurance broker, credit/loans officer]

o Retail sales/services manager [e.g. shop, post office, restaurant, real estate agency, travel agency,]

Arts /media / sportspersons

o Artist/Writer [e.g. editor, journalist, author, media presenter, photographer, designer, illustrator, musician]

o Sports [e.g. sportsman/woman, coach, trainer, sports official]

Associate professionals – generally have diploma /technical qualifications and provide support to managers and professionals in Health, Education, Law, Social Welfare, Engineering, Science, Computing technician / Business/administration

## OCCUPATION GROUP 3

### TRADESMEN/WOMEN, CLERKS AND SKILLED OFFICE, SALES AND SERVICE STAFF

Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.

Tradesmen/women

o Trades [e.g. Electrician, plumber, welder, cabinet maker, carpenter, joiner, plasterer, tiler, stonemason, painter decorator, butcher, pastry cook, panel beater, fitter, toolmaker]

Clerks, Skilled office, sales and service staff

o Clerk, Skilled office [e.g. bookkeeper, bank clerk, clerk, accounts/ payroll clerk, , registry/filing clerk, stores/inventory clerk, purchasing/order clerk, freight clerk/despacher, customs agent, customer service clerk, hospital admissions clerk, secretary, personal assistant, switchboard operator ]

o Sales [[e.g company sales representative, auctioneer, insurance agent]

o Carer [e.g. aged/disabled/refuge care worker, child care assistant, nanny]

o Service [e.g. meter reader, parking inspector, postal delivery worker, travel agent, tour guide, flight attendant, fitness instructor,]

# PARENT OCCUPATION DEFINITION

Please select the appropriate group from the following list and tick the box in the enrolment application.

## OCCUPATION GROUP 4

### MACHINE OPERATORS, HOSPITALITY STAFF, OFFICE ASSISTANTS, LABOURERS AND RELATED WORKERS

#### Drivers, mobile plant, production/processing machinery and other machinery operators

- o Driver or mobile plant operator [e.g. taxi, truck, bus, tram or train driver, courier/ deliverer, forklift driver, street sweeper driver, garbage collector, bulldozer/loader/grader/excavator operator, farm/ horticulture/forestry machinery operator]
- o Production/processing machine operator [e.g. engineering, chemical, petroleum, gas, water, sewerage, cement, plastics, rubber, textile, footwear, wood/paper, glass, clay, stone, concrete, production/processing machine operator]
- o Machinery operator [e.g. industrial spray painter, boiler/air- conditioning/ refrigeration plant, railway signals/points, crane/hoist/lift, bulk materials handling machinery]

#### Hospitality, office staff

- o Sales staff [e.g. 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, sales demonstrator, shelf stacker]
- o Office staff [e.g. typist, word processing/data entry/business machine operator, receptionist]
- o Hospitality staff [e.g. hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, fast food cook, usher, porter, housekeeper]
- o Assistant/aide [e.g. trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, home helper, salon assistant, animal attendant]

#### Labourers and related workers

- o Defence Forces
- o Agriculture, horticulture, forestry, fishing, mining worker [e.g. farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]
- o Other worker [e.g. labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]