



# APPLICATION FOR ENROLMENT

Darul Ulum College of Victoria  
 17 Baird Street (P.O.Box 130) Fawkner Victoria 3060 Australia  
 Email: [info@dulum.vic.edu.au](mailto:info@dulum.vic.edu.au) Website: [www.dulum.vic.edu.au](http://www.dulum.vic.edu.au)  
 Phone: (03) 9355 6800 Fax: (03) 9359 0692

**PLEASE READ THE INFORMATION BELOW BEFORE COMPLETING THIS FORM:**

## Eligibility for entry into Prep

- To be eligible for entry into prep, the child must be at least 4 years and 8 months on the 1<sup>st</sup> of January of the year of commencement. (For example, to be eligible for Prep 2018, the child's date of birth should be no later than the 30<sup>th</sup> of April 2013).

## Due date for submitting Application for enrolment

- Application forms for Prep including child's birth certificate must be submitted by the 31<sup>st</sup> of March of the year prior to the year of commencement.
- Application forms for levels other than Prep including child's birth certificate should be submitted by the 30<sup>th</sup> of June of the year prior to the year of commencement.

## The enrolment process

- Submission of completed Application for enrolment with required supporting documentation.
- Parents are notified of entrance test and interview date should there be a vacancy in the applied year level. Please note that applicants who do not consent to the entrance test and/or interviews will be denied enrolment.
- Based upon the outcome of the entrance test and interview with both parents a letter of offer or a letter advising that the student will not be accepted into the College will be sent to the applicant's residence.

## Additional Information

- It is necessary that both parents and/or guardians give consent for their child's enrolment in Darul Ulum College. The College reserves the right to ask for proof of consent of both parents. Failure to provide proof of consent from both parents could ensue in the refusal of termination of enrolment.
- Having other siblings in the College gives an advantage to the applicant, but it is not an absolute guarantee that an applicant in such circumstances will be enrolled. Every application will be treated on his/her own merit.
- Completion of this form does not guarantee your child a position at Darul Ulum College of Victoria.
- This Application for Enrolment must be completed and signed by both parents/guardians for each student for whom enrolment is being sought.

## **FOR OFFICE USE ONLY:**

Date on which form was received:	___ / ___ / 20__		
Have all required section of the form been filled?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Have all required supporting documents been provided?	Birth certificate	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Proof of residency	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Immunisation certificate	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Custody restriction documents	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Court orders	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Form received and checked by:	_____		
	_____		
Application outcome:	<input type="checkbox"/> Not successful	<input type="checkbox"/> Conditional enrolment confirmed	
	<input type="checkbox"/> Waiting list	<input type="checkbox"/> Enrolment confirmed	
_____		_____	
Signature		Date	

## STUDENT DETAILS

Applying for grade (e.g. Prep):		In the year (e.g. 2015):	
Surname			
First name		Middle name(s)	
Preferred name (if any)			
Date of birth	___ / ___ / _____	Country of birth	
Date of arrival in Australia (if not born in Australia)	___ / ___ / _____		
Gender	<input type="checkbox"/> Male		<input type="checkbox"/> Female
The student is:	<input type="checkbox"/> an Australian citizen	<input type="checkbox"/> a Permanent Resident	<input type="checkbox"/> a Temporary Resident
Nationality (if not an Australian citizen)			
Indigenous status	<input type="checkbox"/> None	<input type="checkbox"/> Aboriginal	<input type="checkbox"/> Torres Strait Islander
			<input type="checkbox"/> Both Aboriginal and Torres Strait Islander
Does the student speak English?	<input type="checkbox"/> Yes		<input type="checkbox"/> No
What is/are the main language(s) spoken by the student at home?			
Does the student have a Victorian Student Number (VSN)?	<input type="checkbox"/> Yes, it is:		
	<input type="checkbox"/> Yes – but the VSN is unknown.		
	<input type="checkbox"/> No – he/she has never been issued a VSN.		
	<input type="checkbox"/> I do not know.		
Have you previously made an application of enrolment for the same student to Darul Ulum College of Victoria?	<input type="checkbox"/> Yes (please explain)		
	<input type="checkbox"/> No		
What mode of transport does the student intend to use to travel to and back from school?	<input type="checkbox"/> Walk/ride	<input type="checkbox"/> Car	<input type="checkbox"/> School bus
			<input type="checkbox"/> Public transport

## FAMILY DETAILS

Does the student have any custody restrictions?	<input type="checkbox"/> Yes (please attach appropriate documentation)			<input type="checkbox"/> No
The student lives with:	<input type="checkbox"/> Father	<input type="checkbox"/> Mother	<input type="checkbox"/> Both	<input type="checkbox"/> Guardian
Name(s) of sibling(s)	Grade	Age	School currently attending	

## MEDICAL DETAILS (please provide additional detail using attachments if necessary)

Does the student have a Health Care Card?	<input type="checkbox"/> Yes. Card number:		
	<input type="checkbox"/> No.		
Does the student have a Medicare Card?	<input type="checkbox"/> Yes. Card number:		
	<input type="checkbox"/> No.		
Does the student have private health cover?	<input type="checkbox"/> Yes. Private Health Cover number:		
	<input type="checkbox"/> No.		
Is the student covered by Ambulance cover?	<input type="checkbox"/> Yes. Ambulance Cover number:		
	<input type="checkbox"/> No.		
Name of family doctor			
Family doctor's contact details			
Does the student suffer from any allergies?	<input type="checkbox"/> Yes. Please specify:		
	<input type="checkbox"/> No.		
Does the student have any medical conditions?	<input type="checkbox"/> Yes. Please specify:		
	<input type="checkbox"/> No.		
Does the student require any medication(s)?	<input type="checkbox"/> Yes. Please specify:		
	<input type="checkbox"/> No.		
Are the student's immunisations all up-to-date? Please provide immunisation certificate.	<input type="checkbox"/> Yes.		
	<input type="checkbox"/> No.		
Does the student have a learning disability?	<input type="checkbox"/> Yes. Which type?	<input type="checkbox"/> Physical	<input type="checkbox"/> Cognitive
		<input type="checkbox"/> Sensory	<input type="checkbox"/> Social/emotional
		<input type="checkbox"/> Other: _____	
	<input type="checkbox"/> No.		

## EMERGENCY CONTACT DETAILS

Please nominate a person who may be contacted in the event of an emergency where parents cannot be contacted. Ideally the contact person should be someone who lives in close proximity to the College.

	1 <sup>st</sup> emergency contact	2 <sup>nd</sup> emergency contact
Name		
Relationship to student		
Mobile phone number		
Home phone number		

## SCHOOL DETAILS

Student's present school or pre-school	
Present year level	

## ADDITIONAL INFORMATION

What prompted you to apply for enrolment at Darul Ulum College of Victoria?	<input type="checkbox"/> Good reputation	
	<input type="checkbox"/> Cultural, religious and moral values	
	<input type="checkbox"/> Academic expectations	
	<input type="checkbox"/> Other:	_____

## PARENT/GUARDIAN DETAILS

Parent/Guardian 1				Parent/Guardian 2					
				Title					
				Surname					
				Given name(s)					
				Relationship to student					
				Date of birth					
				Country of birth					
				Nationality					
<input type="checkbox"/> Yes, it is:				Do you speak a language other than English at home?		<input type="checkbox"/> Yes, it is:			
<input type="checkbox"/> No.						<input type="checkbox"/> No.			
<input type="checkbox"/> Year 12 or equivalent				What is the highest year of primary or secondary schooling you have completed?		<input type="checkbox"/> Year 12 or equivalent			
<input type="checkbox"/> Year 11 or equivalent						<input type="checkbox"/> Year 11 or equivalent			
<input type="checkbox"/> Year 10 or equivalent						<input type="checkbox"/> Year 10 or equivalent			
<input type="checkbox"/> Year 9 or equivalent or below						<input type="checkbox"/> Year 9 or equivalent or below			
<input type="checkbox"/> Bachelor degree or above				What is the highest post-secondary qualification you have obtained?		<input type="checkbox"/> Bachelor degree or above			
<input type="checkbox"/> Advanced diploma/diploma						<input type="checkbox"/> Advanced diploma/diploma			
<input type="checkbox"/> Certificate I to IV						<input type="checkbox"/> Certificate I to IV			
<input type="checkbox"/> No post-secondary qualifications						<input type="checkbox"/> No post-secondary qualifications			
<input type="checkbox"/> Yes, at:				Are you currently employed?		<input type="checkbox"/> Yes, at:			
<input type="checkbox"/> No.						<input type="checkbox"/> No.			
				Occupation					
<input type="checkbox"/> Group A				What is your occupation group? (please choose a group from the attached parental occupation group list on page 5 of this enrolment application)		<input type="checkbox"/> Group A			
<input type="checkbox"/> Group B						<input type="checkbox"/> Group B			
<input type="checkbox"/> Group C						<input type="checkbox"/> Group C			
<input type="checkbox"/> Group D						<input type="checkbox"/> Group D			
<input type="checkbox"/> Group N						<input type="checkbox"/> Group N			
				Work phone number					
				Home phone					
				Mobile phone number					
				Email address					
House/unit no.				Home address		House/unit no.			
Suburb						Suburb			
State		Postcode				State		Postcode	

## REFEREES

Please provide contact details of two referees for the student. Please note referees cannot be from the student's immediate family.

	Referee 1	Referee 2
Name		
Relationship to student		
Contact number		

# LIST OF PARENTAL OCCUPATION GROUPS

## GROUP A

**Senior management in large business organisation, government administration and defence, and qualified professionals.**

- Senior Executive/Manager/Department Head in industry, commerce, media or other large organisation.
- Public Service Manager (Section head or above), regional director, health/education/police/fire services administrator.
- Other administrator (school principal, faculty head/dean, library/museum/gallery, research facility director).
- Defence Forces Commissioned Officer.
- Professionals - generally have a degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advice on problems; and teach others:
  - Health, Education, Law, Social Welfare, Engineering, Science, Computing professional
  - Business (management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer).
  - Air/sea transport (aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller).

## GROUP B

**Other business managers, arts/media/sportspersons and associate professionals.**

- Owner/Manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business.
- Specialist Manager (finance/engineering/production/personnel/industrial relations/sales/marketing).
- Financial Services Manager (bank branch manager, finance/investment/insurance broker, credit/loans officer).
- Retail sales/Services manager (shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, and agency).
- Arts/Media/Sports (musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official).
- Associate professionals - generally have diploma/technical qualifications, support managers and professionals:
  - Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional.
  - Business/administration (recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager).
  - Defence Forces senior Non-Commissioned Officer.

## GROUP C

**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.
- Clerks (bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk recording/registry/filing clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk).
- Skilled office, sales and service staff:
  - Office (secretary, personal assistant, desktop publishing operator, switchboard operator).
  - Sales (company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher).
  - Service (aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor).

## GROUP D

**Machine operators, hospitality staff, assistants, labourers and related workers.**

- Drivers, mobiles plant, production/processing machinery and other machinery operators.
- Hospitality staff (hotel service supervisor, receptionist, waiter, kitchen-hand, porter and housekeeper).
- Office assistants, sales assistants and other assistants:
  - Office (typist, word processing/data entry/business machine operator, receptionist, office assistant).
  - 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).
  - Assistant/aide (trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant).
- Labourers and related workers
  - Defence Forces - ranks below senior NCO not included above.
  - Agriculture, horticulture, forestry, fishing, mining worker (farm overseer, shearer, wool/hide classer, farm hand, 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).

## GROUP N

**Person has not been in paid work in the last 12 months.**

If the person is not currently in paid work but has had a job or retired in the last 12 months, please use the person's last occupation. If the person has not been in paid work in the last 12 months, enter 'N' in the box.

## CONDITIONS OF ENROLMENT

- By submitting this form, parents/guardians on behalf of the student undertake to abide by the rules and regulations of the school. All students must comply with the school rules as prescribed in the Darul Ulum Student Diary which can be obtained from the school every year.
- Parents must agree to the College’s Discipline Policy. The policy requires parents/guardians and students to sign an annual contract to abide by the policy. According to the policy, a student may be subject to in-school and after school detentions as well as suspensions and expulsion.
- The College requires that all students abide by the Uniform Policy. Otherwise, the student may be refused entry into the classroom and be excluded from participation in sporting activities.
- It is the responsibility of the parents/guardians to ensure that students come to school on time. After school detention may be given to students that continually arrive late to school.
- The parents/guardians must agree to pay for any damage(s) the student causes to the school’s properties and premises.
- The parents/guardians agree that all of their student’s medical expenses, including transport, ambulance, injury and sickness, are the parents’/guardians’ responsibility.
- Quran, Arabic and Islamic Studies are compulsory and students cannot opt out of these subjects.
- If a student’s conduct is not satisfactory or whose parents/guardians do not comply with these conditions, he/she may be de-registered. If a student is withdrawn or de-registered during a term, the full term fees will be forfeited.
- **One term’s (10 school term weeks) notice is required to withdraw a student from the school. One term’s (10 school term weeks) fee shall be charged for student withdrawal without prior notice.**
- Throughout every school year the College conducts parent teacher interview sessions to discuss students’ progress. The College also conducts information sessions, seminars and in-services on parental roles in education. Parents/guardians are to attend these sessions whenever required.
- A student who is absent for more than one week without notice will be automatically de-registered.
- If a student is to be absent for one term, that term’s fee must be paid in advance in order to reserve his/her place in the school. The term fees paid will be counted towards the term in which the child was absent. This payment is non-refundable. No fees will be waived for the absent term. If the term fees are not paid in advance, the school reserves the right to automatically de-register the student.
- The College requires payment of all fees and charges before the due date. The College reserves the right to recover outstanding monies through the aid of debt collection services.
- Students are expected to adhere to the College policies and expectations at all times. The Principal of Darul Ulum College reserves the right in his sole and unfettered discretion to expel or suspend a student who has in the opinion of the Principal committed a serious breach of discipline (whether or not stipulated in the policies) or any serious breach which may impact the College’s reputation.
- The conditions set out above are amended from time to time by the School Board and will apply to every student enrolled in the school.

## DECLARATION AND STATEMENT OF AGREEMENT

I/We certify that the information given herein by me/us is correct. I/We have read the “Conditions of Enrolment” and I/we agree to be bound by these regulations as well any other regulations of the College which may be in force from time to time.

Parent/Guardian Full Name:	
<hr style="width: 80%; margin: 0 auto;"/> Signature	<hr style="width: 80%; margin: 0 auto;"/> Date
Parent/Guardian Full Name:	
<hr style="width: 80%; margin: 0 auto;"/> Signature	<hr style="width: 80%; margin: 0 auto;"/> Date

## LODGEMENT DETAILS

This enrolment application may be lodged to the College by any of the following:

**1. Lodgement in person:**

You may lodge this form to the College's main reception any time between 8am – 5pm Monday to Friday.

**2. Lodgement by arrangement:**

Should you have a query pertaining to the application process or the application form which you would like to clarify prior to submitting the form you may contact the College and book an appointment with the enrolment officer at a time of your convenience. To book an appointment please call the College on (03) 9355 6800.

**3. Lodgement by post:**

You may post the completed form to:

Darul Ulum College of Victoria  
17 Baird St  
PO BOX 130  
Fawkner VIC 3060  
Australia

## APPLICATION FOR ENROLMENT CHECKLIST

Before submitting this application for enrolment please ensure that all the following have been fulfilled:

Completed and checked all sections of the form.

Form is signed by BOTH parents.

Attached any required supporting documents such as:

Birth certificate

Proof of residency

Immunisation certificate

Custody restriction documents (if applicable)

Court orders (if applicable)

Latest report of previous school (prep applications are exempt)

*Thank you very much for your interest in Darul Ulum College of Victoria  
and for considering our College as your child's future school.*

*We will inform you shortly of the outcome of your application.*



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