

Australian MADE
 (Muslim Adolescent Development
 & Education) PO Box 4402,
 Doncaster Height VIC 3109
 Email: info@australianmade.org.au
www.australianmade.org.au



OFFICE USE ONLY;	
Deposit Paid:	Date:
Level in 2019: Accepted By:	

ENROLMENT FORM

Please fill in this form in blue or black pen in CAPITAL LETTERS.
 Please complete this form, sign and return to our email address (see above)

I / we (Please write parent/guardian name in full)
 wish to enrol my / our son / daughter at **Australian MADE DHIKR PROGRAM.**

Details of Children to be enrolled:

Name of Child	Date of birth	Country of birth	Language spoken at home	Grade in 2018 daily school	Name of daily school
1.					
2.					
3.					
4.					

Details of Family:

Family Surname:	
Home Address:	Postcode:
Home Telephone:	Emergency Telephone:
Do you have a home computer?	
Email for communication:	

Details of Father:

Name of Father:	
Date of Birth:	Country of Birth:
Father's Mobile:	
Year of Arrival in Australia (if not born in Australia):	
Occupation:	

Details of Mother:

Name of Mother:	
Date of Birth:	Country of Birth:
Mother's Mobile:	
Year of Arrival in Australian (if not born in Australia):	
Occupation:	

Court Orders

Are there any court orders that affect any of the children listed on this enrolment application?
 Yes No (If the answer is yes, custody documents must be provided as an attachment to be enforced).

MEDICAL INFORMATION

This report is intended to assist the school in case of any medical emergency and all the medical information will only be used for that purpose.

General Medical Details:

Name & Address of Family Doctor:	
	Tel:
Medicare Nr: Child1	Child 2
Child 3	Child 4
Medical/Hospital Insurance Fund:	
Contribution:	Ambulance Subscription Nr:

Children Medical Information:

Do any of your children take any medicine: (eg. Asthma pump)	
Child 1	
Child 2	
Child 3	
Child 4	
Please identify for each child if they suffer from any of the following:	
Child1:.....	
Child2:.....	
Child3:.....	
Child4:.....	
<input type="checkbox"/> Dizzy spells <input type="checkbox"/> Fits of any type	
<input type="checkbox"/> Migraine <input type="checkbox"/> Hearing condition	
<input type="checkbox"/> Asthma <input type="checkbox"/> Blackouts	
Allergies to: <input type="checkbox"/> Penicillin <input type="checkbox"/> Foods <input type="checkbox"/> Drugs <input type="checkbox"/> Other	
Other conditions (please specify the condition and the name of the relevant child).....	
If your child suffers from Asthma, allergies or requires medication, please provide us with a copy of the medical management plan from his/her doctor and the medication required to be administered.	

Publication and use Permission

I understand that the intellectual property rights (including all copyrights) of any work produced or created by my child for the purpose of the Dhikr Program (including artistic and literary work such as photographs and drawings, and writings etc) vests in my child.

I GRANT on behalf of my child to Australian MADE, severally, a permanent, irrevocable, royalty-free, worldwide, non-exclusive licence to use, reproduce and adapt the intellectual property rights in my child's work for the purpose of displaying my child's work to the public and for providing information, promoting and marketing the Dhikr Program and the services and programs of Australian MADE.

Signature: (Parent/guardian)

Signature: (Child1)

Signature: (Child2)

Signature: (Child3)

Signature: (Child4)

Image Consent form

Australian MADE may photograph/video/interview your children, so that we may use your children's picture/video/words in class work and activities, or in our newsletters, promotional material and website. The purpose of this is to encourage other children to participate in the Dhikr Program activities, and provide information to the public and promote Australian MADE services and programs. This material is available to the public, for example in Australian MADE newsletter, website, brochures, media releases, newspaper articles, training products, website material and television broadcasts. Australian MADE will not disclose the information for any other purpose except if required by Law.

I AGREE to have my children photographed and their images used as specified above.

Signature: (Parent/guardian)

Consent & Signature:

I/we, _____ (PARENT/GUARDIAN) have read and understood the attached information relating to the Dhikr Program. I give permission for my children

_____ (CHILDREN'S NAMES) to participate fully in all the activities during the workshops and Faith-Fun-Friendship days, and:

- 1) Authorise Australian MADE to take action such as medical or surgical treatment where this may be deemed necessary and it is impractical to communicate with me/us;
- 2) Understand that Australian MADE and its staff/volunteers and representatives will not be liable for loss, damage or injury to persons, property or otherwise howsoever caused, except where liability is expressly imposed by law and where such liability cannot be excluded, restricted or modified. Nothing in the Conditions is to be interpreted as excluding, restricting or modifying or having the effect of excluding, restricting or modifying the application of any State or Federal legislation applicable which cannot be excluded, restricted or modified;
- 3) Undertake to indemnify Australian MADE and its staff/volunteers for any expense, loss, damage or liability of whatever nature resulting from arranging such medical assistance. I will immediately inform Australian MADE in writing if my child has any pre-existing medical conditions or allergies;
- 4) Undertake to indemnify Australian MADE and its staff/volunteers for any loss, damage or injury caused directly or indirectly by my child.

Signing this Registration Form for the Dhikr Program means you agree to act in accordance with all the Program Rules & Regulations including the Rules and Regulations attached to this form.

Please be advised that Enrolment Forms not signed by parents will not be accepted.

Signature of Mother (Guardian): **Date:**

Signature of Father (Guardian): **Date:**

By completing the enrolment form, the children and their parents/guardians agree to act upon the following rules and regulations:

Rules and Regulations:

- 1) Australian MADE reserve the right to screen applicants before confirming registration of an applicant and may refuse registration as they deem appropriate;
- 2) Attendance of the Parent Information Session is essential and if you fail to attend without prior agreement with the school, then the student's registration will be cancelled;
- 3) Where a parent is not satisfied with the performance of the Instructor or the content of the program, this should be discussed openly with the Instructor, and the Instructor shall endeavour to cater to the needs of the child and adjust the program where reasonable, provided that these requested adjustments do not conflict with the aims of the Program or impact negatively on other children;
- 4) If a parent decided to withdraw their child from the program for any reason, Australian MADE must be notified in writing before the next upcoming class and fees are not refundable ;

School Conduct

- 5) Children must endeavour to attend all workshops. If a child is unable to attend due to an emergency, Australian MADE should be advised as soon as practicable;
- 6) Participants must be at the workshop on time at 9.30 AM, and parents must pick up their child from their allocated classroom at the end of the workshop at 1.00 PM For Kindergarten children, drop off is at 10.00 AM and pick up is at 1.00 PM. Australian MADE will not be responsible for the participant before the commencement time or after the end of workshops;
- 7) All staff, children and parents must display values of mutual respect, understanding and kindness;
- 8) Modest clothing and conduct will be required to be displayed at all times;
- 9) Male/female segregation rules will be applied during workshops;

School Property

- 10) Property including books, furniture and equipment will be treated respectfully and with care and in accordance with the instructions of the Instructor. Children and their parents/guardians will be held responsible for any damage or loss they cause;

Fees and contact details

- 11) **Full fees are set at \$550 per child** for the entirety of 2019 Dhikr Program, payable by the first day of the program on 27th April 2019. **A \$50 deposit per child is required by 28th February 2019** to reserve the child's spot. This \$50 deposit is not refundable but will contribute towards the total fees for that child. **Should this deposit be paid by 28th February 2019, that child's fees will be reduced to \$500** for the entirety of the Dhikr Program 2019 (as in, only a further \$450 will be payable by 27th April 2019). If no deposit is received for a child by 28th February 2019, the full \$550 fee will apply, payable in full by 27th April 2019. There is no option to attend just one term and payment of \$550 for the full program is incurred at enrolment, regardless to overseas travel or absences.
- 12) Please note that due to the waiting list for certain age levels, payment of a deposit (\$50) is required to secure your child's spot in the Dhikr Program. This is notwithstanding that your child may not be attending for a few weeks or a whole term.
- 13) Children and parents who do not observe the rules and regulations may be suspended or expelled from the Dhikr Program at the discretion of Australian MADE with no entitlement to refund of fees, and parents will be advised in writing accordingly;
- 14) Parent/guardian must inform Australian MADE of any change of contact details while enrolled, including emergency contact information and medical information;
- 15) Students who are unable to attend a workshop will not be entitled to a make-up workshop or any refund of fees;

Communications

- 16) Our usual form of communication is via email. Please provide us with your up-to-date email address. If you change your address at any time, or if your child's details change, please update management as soon as practicable.

Change to Rules

- 17) Any change to these rules will be communicated at the commencement of each year and in the email updates;

Privacy Note

Australian MADE respects your **privacy**. Protecting your privacy and your personal information including your children's personal information is an important responsibility for us. We will only collect personal information from you with your prior knowledge and consent. We will only use personal information provided by you for the purposes for which it was collected and for the purpose of notifying you of upcoming events and activities of Australian MADE. We will not disclose your personal information without consent to a third party or authority except if required by law.

We have implemented a policy to protect the personal information that we have under our control from: unauthorised access, improper use, alteration, and accidental loss. You are entitled to view all your personal information held by Australian MADE. In the event of you wishing to access this information, please contact us by email.