

74 Ampthill Road, Bedford, MK429HP 01234311856/07984855958

APPLICATION FORM

If you would like to send your children to the Madrasa please complete this Application Form and return it with the **Entry Fee of £20.00 (non-refundable) per child for normal classes** or for other courses as stated £____. If your application is successful you will receive a Welcome Pack and notification, *inshaa-Allah*. Please complete the form in **BLOCK CAPITALS**, enclose the fee, and **return it to us** *Jazaak-Allaah Khairan*.

Office Use Only	
ID No. _____ / _____	Fees paid: £ _____
Start Date: / /	Session: _____
Tested <input type="checkbox"/> Note: _____ Fees: _____	

FEES

Madrasa Classes will run in 3 sessions as detailed below. We request the fees to be paid monthly. If it is difficult then it **MUST** be paid on Tuesday of each week, or on Saturday (for weekend students). Failure to pay for 3 weeks may result in exclusion. Fees must be paid even if absent unless the absence is for more than 3 weeks and authorised. £____ per month.

UNIFORM

ALL children will be required to wear the Madrasa uniform; **BOYS** (white jubah & white cap), **GIRLS** (Black jilbab & scarf). **NEW** students will be provided with only the Qaidah (if on Qaidah) if on other books they must bring their own. Some items are available from Madrasa to buy. We will notify you if other books are needed to be purchased.

Please tick your preferred session. We will endeavour to meet your needs subject to places being available.

Arabic & Islamic Studies Session 1

4:30pm to 6:00pm (Tue to Fri)

Arabic & Islamic Studies Session 2

6:15pm to 7:45pm (Tue to Fri)

Tahfizul Qur'an/Aalim Course

5pm to 8pm (Mon to Fri)

If any other course or notes write he: _____ Days: _____

PARENT/GUARDIAN'S DETAILS

Parent's First Name _____ Parent's Surname _____

Address: _____

Postcode _____

Home Tel: _____ Mobile: _____

Emergency Contact Name: _____ Relation: _____ Tel: _____

STUDENT'S DETAILS

Student's Full Name	School Year	Age	Date of Birth	Level (e.g. Qur'an/Qaida etc)

If you have any children currently attending the Madrasa please complete their details below.

	Name of Sibling	Age		Name of Sibling	Age
1.			2.		
3.			4.		

IMPORTANT:

If your child has any medical conditions, special learning needs or is allergic to anything please notify us here:

PLEASE READ THE RULES/REGULATIONS OF THE MADRASA. PLEASE EXPLAIN TO THE CHILD.

MADRASA RULES AND REGULATIONS

"Seeking knowledge is mandatory for every Muslim (male and female)." [Hadith]

Our aim is to provide the best possible Islamic teaching available. This can *insha-Allah* be achieved through co-operation between parents/guardians, teachers and the children. We have few rules below for an indication of the standards of behaviour we expect from all concerned. Please sign to indicate your consent and agreement with these shared values and the following Madrasa rules and regulations.

1. Madrasa fees to be paid at the beginning of each week/month on the specified day. No refunds for days of absence. Persistent non-payers may be excluded.
2. If you have genuine hardship please let us know immediately and inshaa-Allah we will try to assist where possible.
3. Children **MUST** go to the toilet and complete wudhu **BEFORE** attending Madrasa and observe cleanliness and hygiene at all times.
4. Children **MUST** arrive at Madrasa with their Qur'an/Qaida etc or other kitaabs and any required pens, pencils and other materials.
5. Children **MUST NOT** bring any sweets or other food and drink to the Madrasa nor any toys or play items or mobiles at any time.
6. Children **MUST NOT** run, neither shout or play in Madrasa at any time nor talk during Madrasa Classes. Mischief of any kind will **NOT** be tolerated. Such behaviour will result in a warning, followed by parent consultation, and if necessary exclusion from Madrasa.
7. Children **MUST** attend all sessions and arrive on time for Madrasa, and be collected promptly when Madrasa finishes each day.
8. Parents **MUST NOT** disturb the classes but wait patiently until the teachers have granted permission for the children to leave. We recommend the parents to share drive in between them to avoid traffic and rush.
9. Parents **MUST** make every effort to attend Parent's Evenings when arranged to discuss the progress of their child's studies.
10. Both **PARENTS** and **CHILDREN** **MUST** respect the teachers and any issues to be dealt with in a calm and friendly manner.
11. **All children MUST wear the Madrasa uniform; BOYS (White jubbah and cap), GIRLS (Black jilbaab and scarf).**
12. Failure to adhere to these and other general rules introduced from time to time may result in exclusion from the Madrasa.
13. Any issues or problems must be brought to the attention of the head of madrasa and dealt in Islamic morals and manners.
14. Fees will not be charged for holidays given by madrasa or any authorised holidays which must be of minimum 3 weeks.

One copy should be provided of this signed document to the student/parent.

We hope you will understand the need for such rules and regulations, and if we all co-operate and work together for *Allah (swt)* then these rules will become a matter of routine *inshaa-Allah*. We all pray for the success of the students who attend Madrasa.

By signing and returning this Application Form you agree to the above terms and conditions in full. Jazaak-Allaah.

Signed by (name): _____ Sign: _____ Date: _____

OFFICE USE ONLY

Starting Date: _____ Session: _____ Days: _____

Entry Fee paid £ _____ Starting Level: _____ Teacher: _____ ID No: _____

Test Results (if examined)- Arabic: _____ Islamic Studies _____

Comments/Instructions: _____

Signed by the Muhtamim Saheb H M Abbas Khan: _____ Date: _____