

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. ____/____	Entry Fees paid: £ ____
Start Date: ____ / ____ / ____	Session: ____
Tested <input type="checkbox"/> Note: _____ Agreed Fees: _____	

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 (Mon-Thur)

Arabic & Islamic Studies Session 2

6:15pm to 7:45pm (Mon to Thur)

Tahfizul Qur'an/Aalim Course

5pm to 8pm (Mon to Fri)

Other Course: _____ Days & Time: _____ Location: _____

AlMadina Classes: A: 10.30am to 12 B: 11.30am to 1pm Other: _____

Parent's

Full Name _____

WhatsApp 
Number _____

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.		

**Please read the Rules & Policies on page 2 and understand ALL fully before signing this (explain to the child).
By signing and returning this Application Form you agree to the terms & conditions on page 2 in full.**

Name of Signatory: _____ Signature: _____ Date: ____ / ____ / ____

OFFICE USE ONLY

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

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

Comments/Instructions: _____

Signed by Head Teacher Mufti Abbas ibn Idris Khan: _____ Date: _____

RULES AND POLICIES FOR ALL STUDENTS

FEES

Please Note: Our fees are annual, paid on set dates. Fees are not for holidays but a set amount per set duration.

Madrasa has various sessions and courses as detailed in the documents or explained on admission. Fees must be paid as we have explained on admission or later in the year. If it is difficult then it MUST be paid on the agreed dates. 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**.

UNIFORM

ALL children will be required to wear the Madrasa uniform; BOYS (white jubbah & white cap), GIRLS (Black jilbab & scarf). NEW must bring their own QAIDA OR QURAN. They can buy from the Madrasa when they start. All books, Qaidas, Qurans and uniform must be according to the madrasa requirements. We will notify you if new books are needed to be purchased.

1. Madrasa fees to be paid on the dedicated date. No refunds for days of absence or termination of space due to non-fault of Madrasa (if the child is excluded, suspended or you decide to cancel the space then this is not the fault of Madrasa or).
2. If you have genuine hardship please let us know immediately and inshaa-Allah we will try to assist where possible.
3. Students should go to the toilet and complete wudhu **BEFORE** attending Madrasa and observe cleanliness and hygiene at all times. If they need to go while in class then must do by requesting teachers and by the method set by Madrasa.
4. Students MUST arrive at Madrasa with their Qur'an/Qaida etc or other kitaabs and any required pens, pencils and other materials. Students without correct uniform or materials might not be allowed in class or given the item and charged.
5. Students MUST NOT bring any sweets or other food/drink to the Madrasa nor any play items or mobiles at any time.
6. Students 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. Students MUST attend detentions. Rules apply as in class times. Madrasa reserves the right to charge for detentions.
8. Students MUST attend all sessions and arrive on time for Madrasa, and be collected promptly when Madrasa finishes each day. We are not responsible for the child before class start time and after class end time. Parents must be present on time for collection. Only by **advance** notification we can supervise the child for extra 10 minutes.
9. 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.
10. Parents or public are not allowed in the class without the clear permission from the head teacher each time they enter.
11. Parents MUST make every effort to attend Parent's Evenings when arranged to discuss the progress of their child.
12. Both PARENTS & STUDENTS MUST respect the teachers and any issues to be dealt with in a calm/friendly manner.
13. Failure to adhere to these and other general rules introduced from time to time may result in exclusion from the Madrasa.
14. Any issues or problems must be brought to the attention of the head of madrasa and dealt in Islamic morals and manners.
15. Fees will be charged even if on holiday as the madrasa needs to continue paying for all the expense related to classes.
16. Students must attend the exams and the annual jalsa (awards giving event). Annual Jalsa is part of Madrasa day.
17. Madrasa reserves the right to charge extra £5 for every week late fees. This is due to extra admin work.
18. Madrasa reserves the rights of amending or changing any of the policies.

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.

Please now sign the page 1 and return to madrasa office. Please keep this page safe at home. Jazaak-Allaah.