

ALIMAH & QIRAAT COURSE – SEPTEMBER 2018
STUDENT INFORMATION SHEET

Rules & Regulations

- Students must ensure punctuality at Madrasa and attend on time.
- In case of an absence, please call the Madrasa before 9.30am on 01924 731 007 and leave a message or send a text or WhatsApp message to: 07852 762 632 with your full name and class.
- Students are not permitted to leave the madrasa during Madrasa times. However, if a necessity arises and you are required to leave early, please inform the Apa prior to leaving.
- Students must ensure that each day the correct kitabs, books and stationaries are bought to class.
- Students will not be permitted to bring children into class during lesson times. However we request parents to enrol their child into our in-house crèche. Please speak to Sugra Apa for more details.
- Students have a paramount duty to respect and protect Madrasa property at all times
- The behaviour of students at the Madrasa must reflect honesty, integrity and respectfulness for both teachers and students.
- Students are requested to abide to the Islamic dress codes of modesty.
- Students should refrain from using mobile phones during class time and are prohibited from taking pictures.
- Students should not bring large amounts of money and valuables to Madrasa.
- Students will be required to sit examinations in December and July of each academic year. Results from both examinations will be taken into consideration at the end of the academic year and students **must** pass in overall subjects by at least 50% in order to proceed to the next year of the course.
- Students who have remained absent from Madrasa for more than a quarter of the total academic days will not be permitted to sit the final examinations.
- Students must abide by all Madrasa rules and regulations.

Madrasa Timings

Morning Course Monday – Thursday 9.30am – 12.30pm
 Evening Course Monday – Thursday 5.00pm – 8.00pm

Course Fees

The total annual course fees is £400.00 per student.

Payment will be as follows: Annual fee of £25.00 to be paid upon admission or on the first day of new academic year, followed by 4 payments as follows on the listed dates.

Payment	Date of Payment	Amount
Annual Fee	Admission Date / First Day of New Academic Year	£25.00
1	Monday 10 September 2018	£75.00
2	Monday 3 December 2018	£100.00
3	Monday 4 March 2019	£100.00
4	Tuesday 7 May 2019	£100.00

Student Issues & Concerns

If during Madrasa you have any issues or concerns please speak to your class Apa. If for any reason, the matter is not resolved, you may contact Maulana Khalil on:

Tel: 01924 730 007 - Mobile: 07852 762 632 - Email: khalil@madinaacademy.org.uk