

ALIMAH & QIRAAT COURSE – SEPTEMBER 2023

STUDENT INFORMATION SHEET

Rules & Regulations

- Students must ensure punctuality at Madrasa and attend on time.
- In case of an absence, please send a text or WhatsApp message to: **07768 759 722** 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. (Note: There is no crèche facilities for the evening course.)
- 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 as well as in the primary subjects of Nahw and Sarf 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 are **£525.00 per student**.

Payment will be as follows:

Payment	Date of Payment	Amount
1	Wednesday 14 September 2022	£175.00
2	Tuesday 3 January 2023	£175.00
3	Monday 17 April 2023	£175.00

- If a student leaves Madrasa during the academic year, they will be liable to pay fees for the remainder of that term.
- Please ensure fees are paid on time to avoid the need to send out reminder letters.

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