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HIFZ/PART-TIME ALIM CLASS ENROLMENT FORM

DETAILS OF APPLICANT

SURNAME:	D.O.B:
FIRST NAME:	HOME TEL. NO.:
ADDRESS:	MOBILE NO.:
TOWN/CITY:	POST CODE:

DETAILS OF PARENT/GUARDIAN

SURNAME:	D.O.B:
FIRST NAME:	HOME TEL NO:
ADDRESS (If different):	MOBILE NO:
TOWN/CITY:	EMAIL:
POST CODE:	RELATION TO APPLICANT:

LEARNING HISTORY

HIFZ APPLICATION ONLY

Name of last madrasah attended:	
Date Madrasah left:	If doing Hifz. Number of paras completed:
Has any tajweed been learnt: No <input type="checkbox"/> Yes <input type="checkbox"/>	

ALL OTHER APPLICANTS

When did you last do any formal learning? Under 12 months <input type="checkbox"/> 1-3 Years <input type="checkbox"/> 3+ Years <input type="checkbox"/> None since leaving Madrasah <input type="checkbox"/>
Has any tajweed been learnt: No <input type="checkbox"/> Yes <input type="checkbox"/>
Please specify the leaning you undertook, along with the place and <u>date(s)</u> :

HEALTH DETAILS OF APPLICANT

GP's Name:

Address:

Telephone:

FEES

1. Course fees are to be payable on a termly basis. (3 terms in an Academic Year)
2. Fees will also be due for periods when the student is on vacation, authorised or unauthorised leave.
3. An admission fee of £50 is payable for each student. Paid

STUDENT DECLARATION

I declare that the information I have given on this form is true and accurate to the best of my knowledge. I accept and agree to abide by the rules and regulations of Al-Huda Academy.

Signature of Parent/Guardian _____ Date _____

Signature of Applicant _____ Date _____

OTHER INFORMATION

Has the applicant ever been charged with criminal convictions in the UK or any other country?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Has the applicant ever been involved in, supported or encouraged terrorist activities in any country or been a member of, or given support to an organisation which has been concerned in terrorism or expressed views that justify or encouraged others to carry out terrorist or other serious criminal acts?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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If yes to any of the above questions, please give details:

Please provide any other relevant information:

RULES AND REGULATIONS

Role of Parents

A child's religious and moral development is highly dependent on the environment that he/she is in, and on the observation of things happening around him/her. The first and foremost place for implementation and practice of whatever a child learns at Madrasah is at home.

If a child finds himself/herself in an environment where the moral principles of Islam are being violated, or the child is discouraged from practicing on what he/she has learnt, the child becomes confused, and in many cases will disregard or view as inferior, the beliefs and tenants of Islam.

In this way, without realizing the consequences, we become the greatest obstacle in the path of religious and spiritual success of our children.

Each and every parent is humbly requested to consider and observe the Rules and Regulations of the Madrasah, giving them the due consideration and value they deserve, so that we are seen to be the protectors of faith by our children and not its adversaries.

We hope and pray that you will recognise the importance of this issue and work with us to create a prosperous and religious future for our children.

Responsibility of Al-Huda Academy

1. To treat each individual child as our own
2. To provide the best religious, spiritual and moral education to each child.

These objectives can only be fully accomplished if there is mutual understanding of responsibilities and co-operation between teachers, parents and children alike.

Madrasah Rules & Regulations

Punctuality of Time/Early Leave & Vacation

1. All students must achieve regular attendance.
2. Madrasah will operate between 5:00pm and 7:30pm.
3. Students will be expected to respect the times of the Madrasah, arriving 5 minutes prior to commencement of class and leaving only at the designated time. Being late or absent is not acceptable except where permission is sought by telephone or letter, if possible prior to the incident.
4. A student wishing to take early leave due to illness will only be marked present, if 45 minutes of the lesson is attended.
5. Early leave for any other reason besides illness will not be acceptable to attain attendance. A student wishing to leave Madrasah before the designated time has expired must bring a letter from parent/guardian stating the reason, and must be collected from the Madrasah by parent/guardian, or else leave will not be granted.
6. Parents wishing to take student on holiday must book their holiday during the vacations. If, due to unavoidable circumstances, the student requires authorized leave, permission must be taken at least two weeks in advance. A student wishing an extended leave of absence from Madrasah will be given a maximum of 2 weeks only, unless the Principal decides otherwise.

Madrasah Uniform

1. All students must comply with the following dress code.
 - Jubba/Kurta should be of sufficient length below the knees and above the ankles.

- The lower garment (trousers/lzar) should finish above the ankles and not be folded up.
 - Jeans, track suit and jogging bottoms should not be worn.
2. Mobile phones and other items that cause distractions in class are strictly not allowed and will be confiscated.
 3. Hair must be groomed in equal length. Haircuts such as short-back and sides, wedges etc. are not permitted.

Safety Code

1. Students must never leave the Madrasah without permission (always sign out at the office)
2. Students are expected to behave in an orderly manner.
3. In the event of a fire, Students must observe the fire regulations as advised by the teacher.

Miscellaneous

1. The parents must make sure that the student has prepared their lesson prior to coming to Madrasah.
2. Parents will be asked to bear any costs of the child causing any malicious damage to any property of the Madrasah.
3. In case of a complaint or any other matter, please consult the Head Teacher either verbally or by writing to the address shown on the front of this form.
4. Bullying of any form will not be tolerated. Culprits will be reprimanded, suspended or even expelled depending on the severity of the bullying incident.
5. Every child whilst in Madrasah is in the care of the Madrasah, hence necessary steps maybe taken to fulfil the institutions objectives.
6. The madrasah retains the right to dismiss any student and they will have no legal remedy against the Madrasah.

I, Parent/Guardian of _____ have read and understood the above rules and regulations and will ensure that my child will follow all the rules and regulations.

Signature of Parent/Guardian _____ Date _____

Signature of Applicant _____ Date _____

Signature of Principal _____ Date _____

This form and all sent documents become the property of Al-Huda Academy and will not be returned