

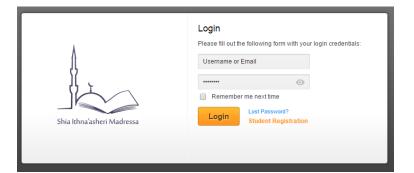
## **Re-Enrolment 2017 - Existing Students**

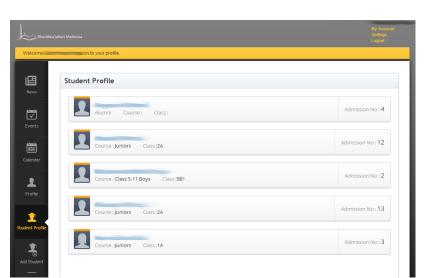
To successfully re-enrol your child(ren) in the Madressa you **must complete payment of Fees for the new Academic Year**.

# **Paying Fees**

Login to the <u>Parent Portal</u>.

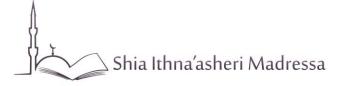
Your username will be your email address. If you have forgotten your password click 'Lost Password'.





Click 'Fees' on the left side menu.

The S I Madressa is an organisation formed under the Hujjat KSIMC of London (charity no: 288356) providing education services since 1985. Husaini Islamic Centre, Wood Lane, Stanmore, HA7 4LQ | Email: <u>admin@madressa.net</u> | Web: <u>www.madressa.net</u>



**ENROLMENT** 2017 ACADEMIC YEAR

You will see a list of your children (like the image on the right)

Click 'Pay Fees'

You will be guided through 6 steps. The first 4 are details you have previously completed but **must ensure are correct and up to date.** 

- Student Details
- Image
- Parent Details
- Photo & Video Policy

The last 2 steps are payment to complete the enrolment process.

## Donations

Please consider making a charity donation to the Madressa to help provide the best possible Islamic Education to our children. You can make a difference at any cost.

- £10 allows the Madressa to purchase one piece of new furniture for our students (table/chair) £50 covers the cost of producing teaching resources for one month (printing costs)
- £75 covers the cost of student manuals for one class (30 children)
- £250 allows Madressa to obtain the services of a professional teacher to assist in improving our education delivery (approximate running of one teacher training session)
- £1,000 covers the running cost of one week of Madressa (Kenmore and Stanmore)

£0.00					
Gift Aid Declaration					
I would like SI Madres make in the future.		he tax I have paid on this de	onation, any donation I have made in	the previous four	years , and any donations I may
You must be a UK taxp	ayer.If you pa	y less Income Tax and / or C	apitalGains Tax than the amount of (	Sift Aid claimed on	all your donations in that tax
year, it is your respor	sibility to pay	any difference.			
lf your name, address	or tax status	should change in the future	, or you wish to cancel your declara	tion, please conta	ct us on admin@madressa.net so
that we can adjust ou	r records :				
Add to Cart	lease click for	further information & to se	ttle your donation		

If you wish to make a donation, please enter the amount and click 'Add to Cart'. This will open an external PayPal page where you can follow the steps to complete your payment. **Note:** If you are paying your child(ren)'s fees in full, you may wait until all payments are added to cart. If you are paying over 6 months, please complete the donation payment before proceeding.

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Select Student to Pay Fees					
		Donatio	on History		
Course : Class	Admission No : 4125	Pay Fees	Fees History		
Course : Class :	Admission No : 3351	Pay Fees	Fees History 🔷		
Course : Class :	Admission No : 3352	Pay Fees	Fees History		
Course : Class :	Admission No : 3353	Pay Fees	Fees History 🔷		



### Fees

When you go to the final step, you have two options for payment

#### <u>Pay Now</u>

You can choose to pay your child(ren)'s fees of £100.00/per child in full. To do so, click 'Add to Cart'.

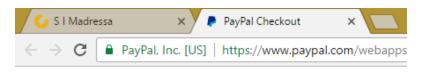
A second tab/page will open with the thirdparty PayPal shopping cart. If you have previously added a donation you will see this in your cart, plus your child's fee.

Category Name	Collection Name	Last Date	Amount	Fees Paid	Balance	Pay Now	Subscribe
Fees 2016 - New Students	Fees 2016 New Enrolments	19 Jan 2016		£	£	Add to Cart	Subscribe
							Spread Over 6 Months
	ed to your paypal basket (th	at will open in	a new ta	b), you car	I CLICK 'GO	D DACK to Student Lis	t' and complete the
the fees have been adde same steps for all your o		at will open in	a new tal	b), you car	i click 'G	D DACK TO STUDENT LIS	t and complete the
same steps for all your o	children before paying	iat will open in	a new tal	b), you car	I CLICK 'G	o back to Student Lis	t and complete the
same steps for all your ( << Back Go Back To Stu	children before paying						t and complete the

For each child that you wish to pay for in full, click 'Go Back to Student List' on the first tab/page and follow through the steps as you did for your first child. For each time you click 'Add to Cart' your PayPal shopping cart on the second tab/page will update.

When you are ready to pay, go to the PayPal tab/page and proceed to completing the payment.

**IMPORTANT:** Upon completion of your PayPal payment, you will be redirected back to the portal where you will see a confirmation of your payment. At this time, you may close the first tab/page.



You will receive a receipt in your inbox for your payment(s).

#### <u>Subscribe</u>

You can choose to subscribe your child(ren)'s payments over the course of 6 months. To do so, click 'Subscribe'. For this method of payment, you must subscribe each child individually.

**IMPORTANT:** A second PayPal tab/page will open for you to complete the payment. Upon completion of your PayPal payment, you will be redirected back to the portal where you will see a confirmation of your payment. At this time, you may close the first tab/page.

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$\  \   \in \   \Rightarrow \   \mathbf{G}$	PayPal, Inc. [U	S]   https://www.payp	al.com/webapps

You will receive a receipt in your inbox for your payment(s).

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