

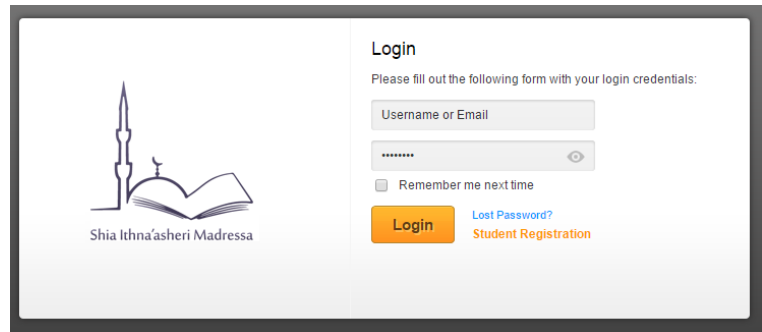
Enrolment 2018 - New Students

If you are enrolling a new student at the Madressa you fall into one of two categories.

- New parent who does not have Children in Madressa
- Existing parent with children in the Madressa, wanting to add another child.

Certain elements of the enrolment process vary dependent on which category you fall under. Please see detailed instructions below in how to proceed with your application. Where colour coded, instructions vary based on your category.

Go to <http://sis.madressa.net>



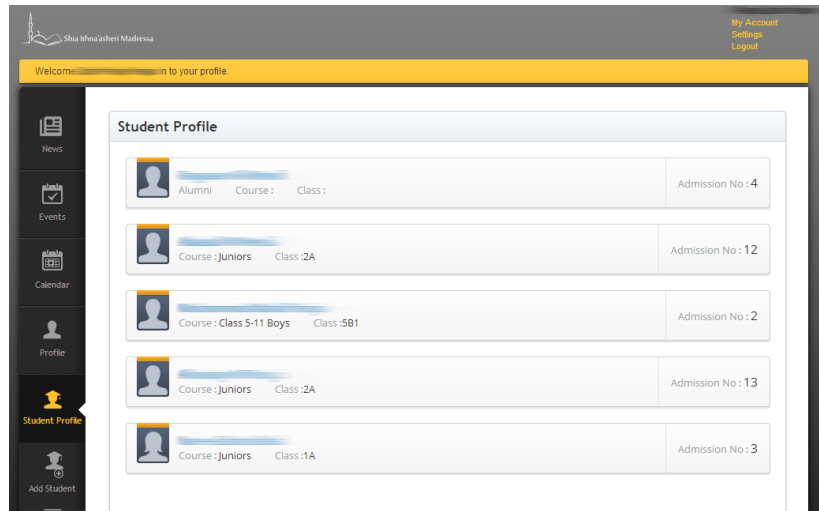
New parent who does not have Children in Madressa

Click on 'Student Registration'

Existing parent with children in the Madressa, wanting to add another child.

Login to the portal with your existing details. Your username will be your email address. If you have forgotten your password click 'Lost Password'.

On the home page, click 'Add Student' on the left side menu.



Alumni	Course	Class	Admission No
[Profile Picture]	[Redacted]	[Redacted]	4
[Profile Picture]	Juniors	2A	12
[Profile Picture]	Class 5-11 Boys	5B1	2
[Profile Picture]	Juniors	2A	13
[Profile Picture]	Juniors	1A	3



You will be redirected to a form to complete. Please ensure you take the time out to complete the form correctly. All fields marked with an * (asterisk) must be completed.

Please note the following whilst completing the form:

Photo Upload:

Uploading a photo is mandatory. Please ensure it is within a limit of 10MB and in one of the three accepted formats (.jpg, .gif, .png)

Student Email Address:

You will come across a mandatory field for student's email address in the Student Contact Details. As you complete the first part (personal details), this will auto-populate with student's First Name and Surname '@madressa.net'. (As shown in the box on the right). Please note that this **does not** actually create an e-mail address. Rather, this email acts as a username to validate the student in our database.

Parent/Guardian Details:

Complete the Parent/Guardian details carefully ensuring that your e-mail address and phone number are correct. These fields are **important** as they are the Madressa's priority means of communication. Where the option of adding a second parent/guardian is available, you **must** do so to help us keep our records of your child as detailed as possible.

KSIMC Membership Number:

If you are registered with KSIMC and need to obtain your membership number, please email admin@hujjat.org or call them at (0)20 8954 6247. If you are not registered leave '0000' in the field.

Madressa Photo & Video Policy Consent:

For this section, please read the details thoroughly. Select either 'Yes' or 'No' for the questions presented. This information will be stored in our database and referred to when we take photos and/or video, and showcase them either on our website or in publications for the duration that your child is at the Madressa.

Policy Agreement:

Here you will find links to the attendance and admission policies and our privacy notice. When you register your child, you are agreeing to these policies as well as all other policies outlined on our website at www.madressa.net

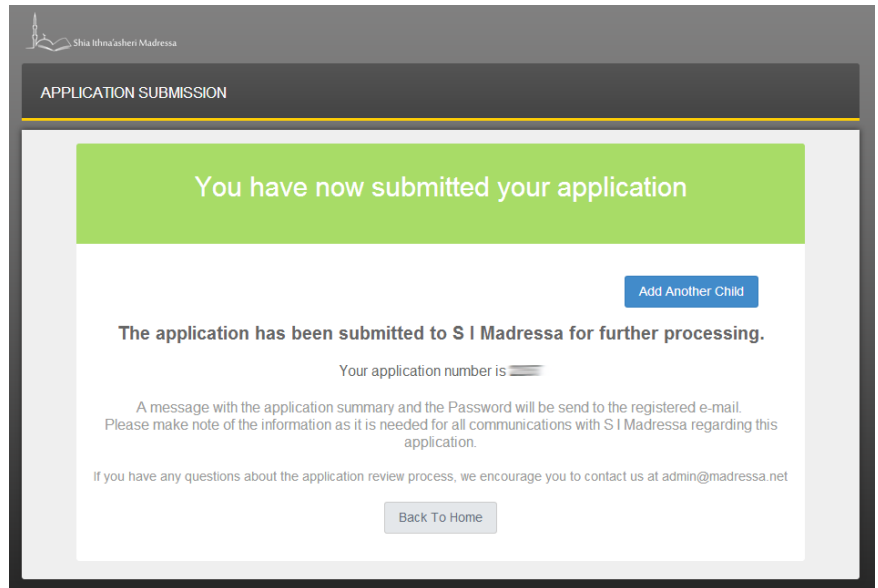


New parent who does not have Children in Madressa

Upon completion of the application you will see the following notification.

This notification indicates that the S I Madressa Administration team has received your application and it is now under review.

If you wish to add another child click on 'Add Another Child'. At this point you will also receive an email with your [Application ID](#) and [password](#). You can use these details to check your status at the link provided in the email.



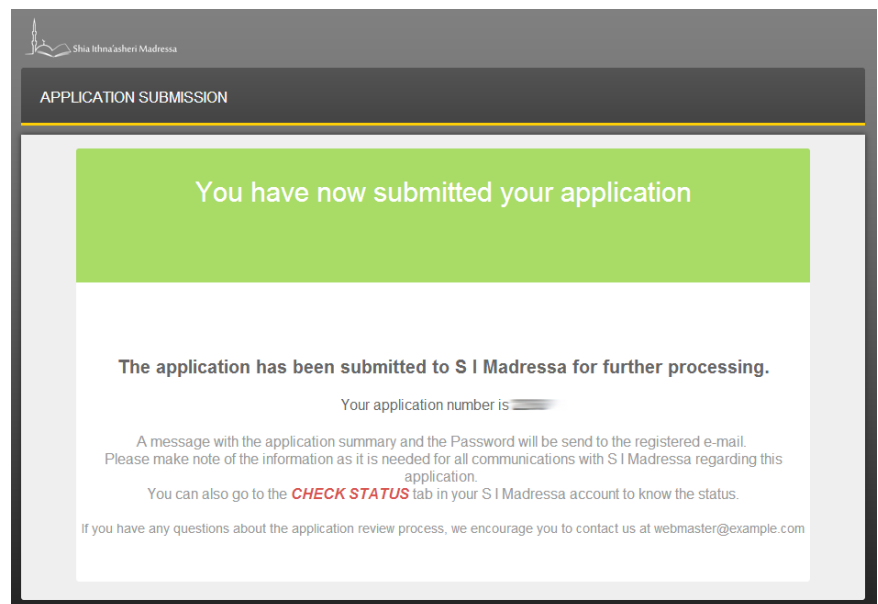
Existing parent with children in the Madressa, wanting to add another child.

Upon completion of the application you will see the following notification.

As an existing parent/guardian, you can check the status of the application you submitted via your portal once you login.

You will have received an email if your application was submitted successfully.

Click [check status](#) on the left hand side menu.



The administration will then review your application



New parent who does not have Children in Madressa

Once the administration has reviewed your application, if accepted, you will receive an email stating your permanent username and password for the parent portal. If your child is transferred to the waiting list, you will receive an email stating a change of status in the application you submitted.

Existing parent with children in the Madressa, wanting to add another child.

One of two things will happen once the application you have submitted for your child has been approved:

- Under **Check Status** the Status for the Child you submitted an application for will show as **Approved**.
- The Child will now show up on your homepage when you login and see a list of your children who are in the Madressa.

A successful enrolment after the application is accepted is conditional on fees being paid on time.



Paying Fees

Login to the [Parent Portal](#).

Click 'Fees' on the left side menu.

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.

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 9 months, please complete the donation payment before proceeding.

The screenshot shows a table titled "Select Student to Pay Fees". At the top right, there is a "Donation History" button. The table contains four rows, each representing a student. Each row includes a small profile picture, a "Course" field, a "Class" field, an "Admission No" field, a green "Pay Fees" button, and a blue "Fees History" button with a dropdown arrow.

The screenshot shows a "Donate" form. At the top, there is a navigation bar with tabs for "STUDENT DETAILS", "IMAGE", "PARENT DETAILS", "PHOTO & VIDEO POLICY", "DONATE", and "FEES". The "DONATE" tab is active. Below the navigation bar, there is a "Donate" section with a text area containing the following text: "Please consider making a charity donation to the Madressa to help provide the best possible Islamic Education to our children :". Below this text is a text input field with "£0.00" entered. There is a "Gift Aid Declaration" section with a checkbox and text: "I would like SI Madressa to reclaim the tax I have paid on this donation, any donation I have made in the previous four years , and any donations I may make in the future. ". Below this is a paragraph: "You must be a UK taxpayer.If you pay less Income Tax and / or CapitalGains Tax than the amount of Gift Aid claimed on all your donations in that tax year, it is your responsibility to pay any difference." Below this is another paragraph: "If your name, address or tax status should change in the future , or you wish to cancel your declaration, please contact us on admin@madressa.net so that we can adjust our records :". At the bottom of the text area is a yellow "Add to Cart" button with the text "Please click for further information & to settle your donation". Below the text area are two yellow buttons: "<< Back" and "Next >>".



Fees

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

Pay Now

You can choose to pay your child(ren)'s fees of £135.00/per child in full. To do so, click 'Add to Cart'. A second page will open with the third-party PayPal shopping cart. If you have previously added a donation you will see this in your cart, plus your child's fee. For each child that you wish to pay for in full, click 'Go Back to Student List' 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 page will update.

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

If you are settling fees for all your children in one transaction (i.e. not paying over 6 months), once you have pressed 'Add to Cart' and the fees have been added to your paypal basket (that will open in a new tab), you can click 'Go back to Student List' and complete the same steps for all your children before paying

<< Back [Go Back To Student List](#)

If you would like to pay fees for your other children, please click the 'Go back to Student List' button above

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

IMPORTANT: A second PayPal page will open for you to complete the payment. Upon doing so, 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 page.

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

Subscribe

You can choose to subscribe your child(ren)'s payments over the course of 9 months. To do so, click 'Subscribe'. For this method of payment, you must subscribe each child individually.

IMPORTANT: A second PayPal page will open for you to complete the payment. Upon doing so, 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 page.

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