

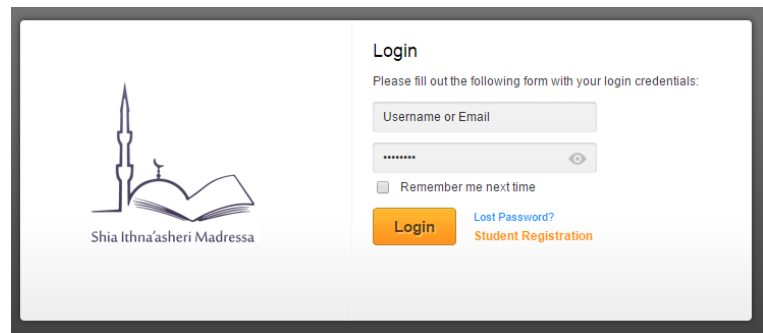
## Re-Enrolment 2019 - Existing Students

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

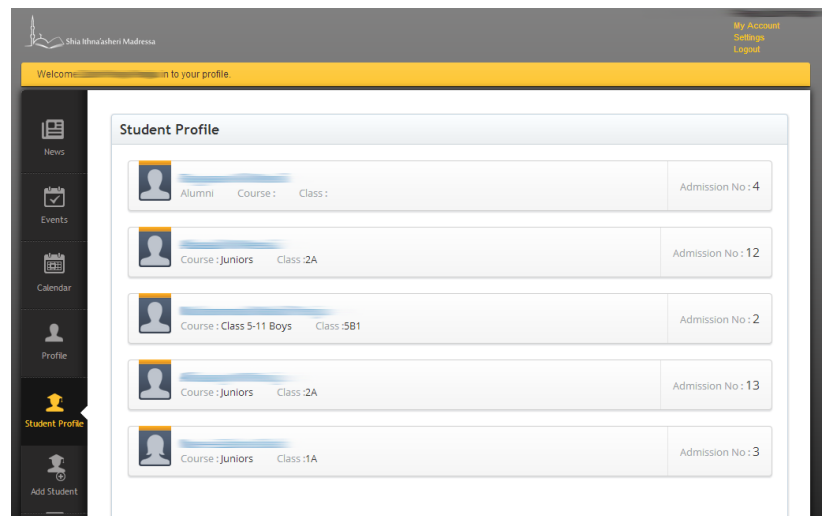
### Paying Fees

Login to the [Parent Portal](#).

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



Click 'Fees' on the left side menu.



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



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

Click 'Pay Fees'

You will be guided through 7 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

Select Student to Pay Fees

[Donation History](#)

|  |  |                     |                          |                              |
|--|--|---------------------|--------------------------|------------------------------|
|  | Course : [redacted] Class : [redacted] | Admission No : 4125 | <a href="#">Pay Fees</a> | <a href="#">Fees History</a> |
|  | Course : [redacted] Class : [redacted] | Admission No : 3351 | <a href="#">Pay Fees</a> | <a href="#">Fees History</a> |
|  | Course : [redacted] Class : [redacted] | Admission No : 3352 | <a href="#">Pay Fees</a> | <a href="#">Fees History</a> |
|  | Course : [redacted] Class : [redacted] | Admission No : 3353 | <a href="#">Pay Fees</a> | <a href="#">Fees History</a> |

## Agreement

Step #5 directs you to the Attendance and Privacy policy which must be read and agreed to prior to proceeding.

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.

STUDENT DETAILS IMAGE PARENT DETAILS PHOTO & VIDEO POLICY **AGREEMENT** DONATE FEES

Agreement

Attendance Policy

I confirm that I have read the Madressa [attendance policy](#) and will ensure that my children meet the minimum attendance criteria set out in this policy or I understand that they may need to forfeit their place in Madressa

Please agree attendance policy

Privacy Notice

I confirm that I have reviewed the Madressa [privacy notice](#) and that I permit the Madressa to use the data which I have provided in accordance with the guidelines as set out in the Madressa's privacy notice

Please agree privacy policy

<< Back Next >>

STUDENT DETAILS IMAGE PARENT DETAILS PHOTO & VIDEO POLICY AGREEMENT **DONATE** FEES

Donate

Please consider making a charity donation to the Madressa to help provide the best possible Islamic Education to our children :

£0.00

Gift Aid Declaration

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.

You must be a UK taxpayer.If you pay less Income Tax and / or Capital Gains Tax than the amount of Gift Aid claimed on all your donations in that tax year, it is your responsibility to pay any difference.

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](mailto:admin@madressa.net) so that we can adjust our records :

[Add to Cart](#) Please click for further information & to settle your donation

<< Back 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 £145.00/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.

The screenshot shows a web interface for managing fees. At the top, there are navigation tabs: STUDENT DETAILS, IMAGE, PARENT DETAILS, PHOTO & VIDEO POLICY, AGREEMENT, DONATE, and FEES. The 'FEES' tab is active. Below the tabs is a section titled 'Fees'. Underneath, there is a sub-section 'Pending Fees' which contains a table. The table has the following columns: Category Name, Collection Name, Last Date, Amount, Fees Paid, Balance, Pay Now, and Subscribe. A single row is displayed with the following data: Category Name: Fees Academic Yr 2018, Collection Name: Fees 2018, Last Date: 01 Jan 2018, Amount: £ (input field), Fees Paid: £ (input field), Balance: £ (input field), Pay Now: Add to Cart button, and Subscribe: Subscribe button. Below the table, there is a note in red text: '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'. At the bottom of the section, there are two buttons: '<< Back' and 'Go Back To Student List'. A final note in red text says: '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).