

Enrolment 2020 - New Students

Parents with existing children already enrolled in the Madressa, wanting to enrol a sibling.

Login

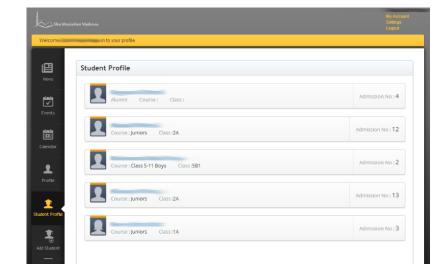
Go to http://sis.madressa.net

Login to the portal with your existing details.

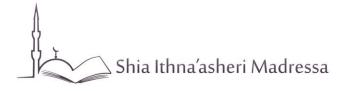
Your username will be your email address. If you have forgotten your password click 'Lost Password'.

A .		Login Please fill out the following form with credentials:	your login
		Username or Email	
Shia Ithna'asheri Madressa		••••••	o
		Lost Password?	
Enrolment Status Enrolment FAQs	0	I'm not a robot	0
Student Registration			reCAPTCHA Privacy - Terma
Enrol a sibling	0	Remember me next time	
Check your application status	0	Login	

On the home page, click 'Add Student' 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>



Application Form

You will be redirected to an application form to complete which should already contain some basic details prepopulated.

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

EW ADMISSION		
Please ensure that you have fully read these items here : https://madressa.net elds.wtth*are required.		our FAQs before you complete this form. You can find both of
Student - Personal Details		
First Name *	Middle Name	Last Name *
Date Of Birth *	Age	Gender *
	Ala	Select Gender
Student - Contact Details		
Address Line 1 *	Address Line 2	City *
County	Postcode *	Email *
Home Tel No *	Phone 2	

Student Email Address:

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 <u>does not</u> actually create an e-mail address.

Email *	
If no email exists please use the Email is required for system val	
Suggestion: FirstnameSurname@mac	dressa.net

KSIMC Membership Number:

If you are registered with KSIMC and need to obtain your membership number, please email <u>admin@hujjat.org</u> or call them at (0)20 8954 6247. If you are not a member or your membership has lapsed, enter '0000' in the field. <u>Please note</u>, by not providing this information it could affect whether your child is provided a place at the Madressa.

Madressa Photo & Video Policy Consent:

For this section, please read the details <u>thoroughly</u>. 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 as 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

Photo Upload:

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

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: admin@madressa.net | Web: www.madressa.net



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

You will receive an email if your application was submitted successfully as well as an SMS.

In the email you receive, <u>please review the</u> <u>application you have submitted and notify us</u> <u>immediately of any errors</u>.

You can check the status of the application you submitted via your parent portal and clicking the 'Check Status' button on the left-hand side menu.

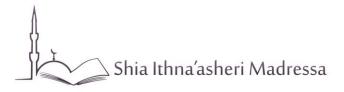
Click check status on the left-hand side menu.

You have now submitted your application Add Another Child Your application form has been submitted to S I Madressa for review. Your application number is 3380 Please make note of this information as it is needed for all communications with S I Madressa regarding this application. A message with the application summary, application number and password has been sent to the registered e-mails and also via SMS. Please check the application that you receive on email as any incorrect information on your application (specifically the date of birth, gender, contact details etc) will affect the processing time of your application and may result in an application bing deleted from our system. If you would like to apply to enrol another child at Madressa, please click the blue 'Add Another Child' button above or if you want to do this at a later date you can go here and use the appropriate link in our menu. If you have other children who attend the Madressa, you can login to your aperent portal and navigate to the	ATION SUBMISSION
Your application form has been submitted to S I Madressa for review. Your application number is 3380 Please make note of this information as it is needed for all communications with S I Madressa regarding this application. A message with the application summary, application number and password has been sent to the registered e- mails and also via SMS. Please check the application that you receive on email as any incorrect information on your application (specifically the date of birth, gender, contact details etc) will affect the processing time of your application and may result in an application bing deleted from our system. If you would like to apply to enrol another child at Madressa, please click the blue 'Add Another Child' button above or if you want to do this at a later date you can go here and use the appropriate link in our menu. If you have other children who attend the Madressa, you can login to your parent portal and navigate to the	You have now submitted your application
Please make note of this information as it is needed for all communications with S I Madressa regarding this application. A message with the application summary, application number and password has been sent to the registered emails and also via SMS. Please check the application that you receive on email as any incorrect information on your application (specifically the date of birth, gender, contact details etc) will affect the processing time of your application and may result in an application being deleted from our system. If you would like to apply to enrol another child at Madressa, please click the blue 'Add Another Child' button above or if you want to do this at a later date you can go here and use the appropriate link in our menu.	
application. A message with the application summary, application number and password has been sent to the registered e- mails and also via SMS. Please check the application that you receive on email as any incorrect information on your application (specifically the date of birth, gender, contact details etc) will affect the processing time of your application and may result in an application being deteled from our system. If you would like to apply to enrol another child at Madressa, please click the blue 'Add Another Child' button above or if you want to do this at a later date you can go here and use the appropriate link in our menu. If you have other children who attend the Madressa, you can login to your parent portal and navigate to the	Your application number is 3380
mails and also via SMS. Please check the application that you receive on email as any incorrect information on your application (specifically the date of birth, gender, contact details etc) will affect the processing time of your application and may result in an application being deleted from our system. If you would like to apply to enrol another child at Madressa, please click the blue 'Add Another Child' button above or if you want to do this at a later date you can go here and use the appropriate link in our menu. If you have other children who attend the Madressa, you can login to your parent portal and navigate to the	
 (specifically the date of birth, gender, contact details etc) will affect the processing time of your application and may result in an application being deleted from our system. If you would like to apply to enrol another child at Madressa, please click the blue 'Add Another Child' button above or if you want to do this at a later date you can go here and use the appropriate link in our menu. If you have other children who attend the Madressa, you can login to your parent portal and navigate to the 	
above or if you want to do this at a later date you can go here and use the appropriate link in our menu. If you have other children who attend the Madressa, you can login to your parent portal and navigate to the	(specifically the date of birth, gender, contact details etc) will affect the processing time of your application and
check status tab see the application status.	If you have other children who attend the Madressa, you can login to your parent portal and navigate to the check status tab see the application status.

Once the application for your child has been approved (i.e. they have been allocated a space at Madressa) you will see the following changes:

- 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.

PleasE note: a successful enrolment after the application is accepted is conditional on fees being paid on time.



ENROLMENT 2020 ACADEMIC YEAR

Paying Fees

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

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 various. Please ensure the details you have previously completed **are correct and up to date.**

elect Student to Pay Fees			
		Donati	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 🗸

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 by donating any amount to help us.

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.

£0.00			elp provide the best possible Islamic		
Gift Aid Declaration					
I would like SI Madr	essa to reclaim I	the tax I have paid on this d	onation, any donation I have made in	the previous four years	, and any donations I may
make in the future.					
You must be a LIK ta	vnaver if you pa	v less income Tax and / or C	apitalGains Tax than the amount of (ift Aid claimed on all vo	ur donations in that tax
year, it is your resp			aprendents fun ener die entoure of	ine no claime on an ye	
			, or you wish to cancel your declara		
that we can adjust		should change in the future	, or you wish to cancel your declara	uon, piease contact us t	n auningmauressa.net so
· · · · · ·		r further information & to se	ttle your donation		
	ricuse ellen for				
Add to Cart					

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: admin@madressa.net | Web: www.madressa.net



Fee Payment

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

1) <u>Pay Now</u>

You can choose to pay your child(ren)'s fees of £160.00/per child in full. To do so, click 'Add to Cart'.

A second page will open with the 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 Month
the fees have been add	for all your children in one led to your paypal basket (children before paying						
<< Back Go Back To S	tudent List						

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.

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).

2) Subscribe (over 9 months)

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).