



Enrolment 2021/2022 - New Students

Parent who **has a child(ren) currently on the waiting list** and wants to enrol a sibling

Login

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

Click on 'Enrol a sibling'

The screenshot shows the login interface. On the left is a sidebar with the Madressa logo and a list of links: 'Enrolment Status', 'Enrolment FAQs', 'Student Registration', 'Enrol a sibling' (highlighted with a green arrow), and 'Check your application status'. On the right is the 'Login' section with fields for 'Username or Email' and 'Password', a 'Lost Password?' link, a reCAPTCHA 'I'm not a robot' checkbox, a 'Remember me next time' checkbox, and a 'Login' button.

Use the Application ID and Password that were sent to you in the initial confirmation email that you received from Madressa when you registered your **first child** (who is currently on the waiting list) to login.

The top part of the screenshot shows the 'Check Application Status' page with fields for 'Application ID' and 'Password', and a 'Check Status' button. A green arrow points from the email below to the 'Application ID' field. The bottom part is an email confirmation from S I Madressa, containing the 'Application ID' and 'Password' (both redacted) and a 'CHECK APPLICATION STATUS' button.



When you login you will be shown your first child's application form, at the top right of the screen you will see a blue button to 'Add Another Child'. You must click this to add a sibling and you cannot enrol your sibling

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.

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 **does not** actually create an e-mail address.

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 a member or your membership has lapsed, enter '0000' in the field. **Please note**, 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 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

Photo Upload:

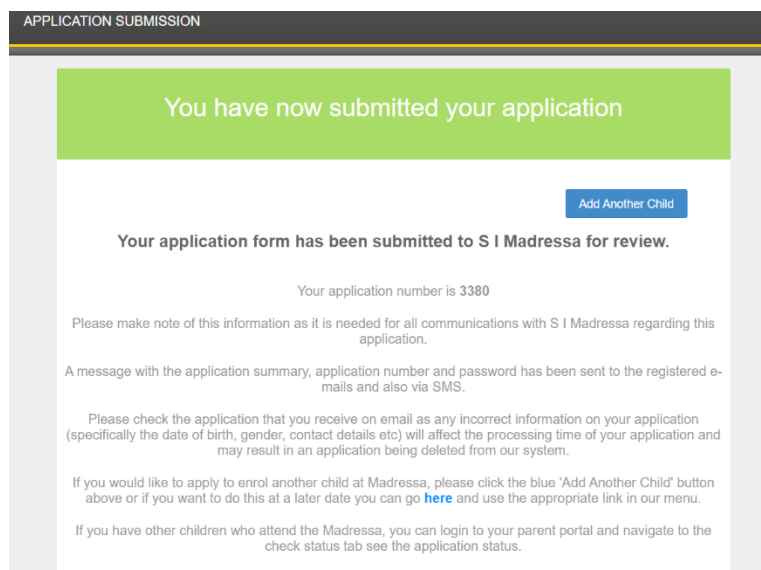
Please ensure it is within a limit of **10MB** and in one of the **three accepted formats (.jpg, .gif, .png)**

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, **please review the application form you have submitted and notify us immediately of any errors.**

You can check the status of the application using the login method outlined at the start of this guide.



If you wish to **add another child** click on 'Add Another Child' or use your **Application ID** and **password** to login (as outlined above) to submit a further application.

Once the administration has reviewed your application, **if accepted**, you will receive an email stating your permanent username and password for the parent portal and **you will have seven days from this point to pay for your child's Madressa fees for the forthcoming academic year.** On acceptance, please follow the instructions below to pay fees.

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

Select Student to Pay Fees

Donation History			
	Course : [Redacted] Class : [Redacted]	Admission No : 4125	Pay Fees Fees History
	Course : [Redacted] Class : [Redacted]	Admission No : 3351	Pay Fees Fees History
	Course : [Redacted] Class : [Redacted]	Admission No : 3352	Pay Fees Fees History
	Course : [Redacted] Class : [Redacted]	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 via direct debit, please complete the donation payment before proceeding.

STUDENT DETAILS IMAGE PARENT DETAILS PHOTO & VIDEO POLICY **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 so that we can adjust our records :

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

<< Back Next >>



Fee Payment

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

1) Pay Now

You can choose to pay your child(ren)'s fees 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.

Fees

Pending Fees

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

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 (pay monthly)

You can choose to subscribe your child(ren)'s payments via direct debit. For exact amount and how many months will be on the website. 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).