

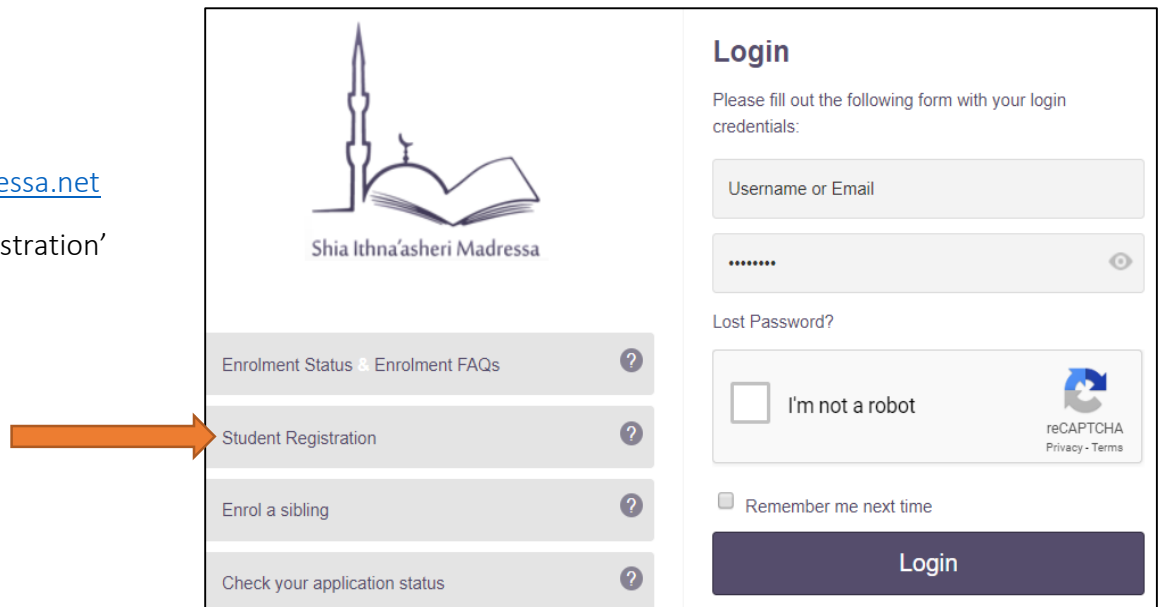
Enrolment 2021/2022 - New Students

Parent who wants to enrol a child and does **not** have any children already enrolled in Madressa **or** on the waiting list

Register

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

Click on 'Student Registration'

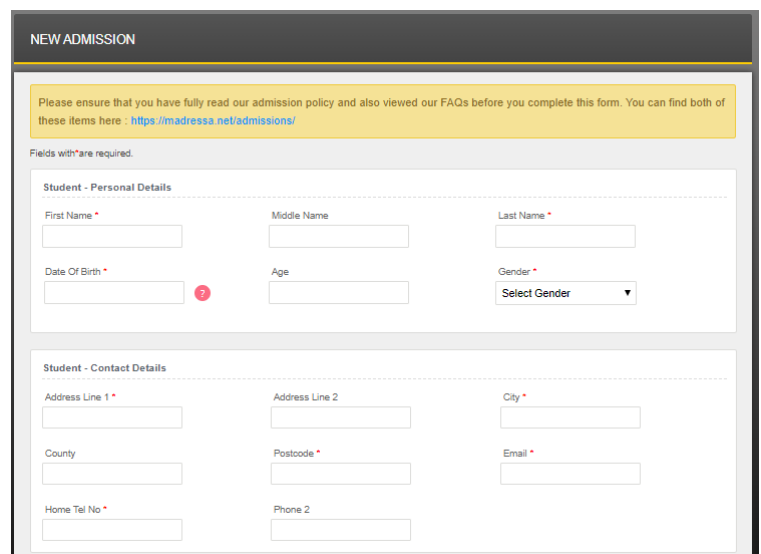


The screenshot shows the website's navigation menu on the left and a 'Login' form on the right. The 'Student Registration' link is highlighted with an orange arrow. The 'Login' form includes fields for 'Username or Email' and a password field, a 'Lost Password?' link, a reCAPTCHA 'I'm not a robot' checkbox, a 'Remember me next time' checkbox, and a 'Login' button.

Application Form

You will be redirected to an application form to complete.

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



The screenshot shows the 'NEW ADMISSION' form with a yellow warning banner at the top. The form is divided into two sections: 'Student - Personal Details' and 'Student - Contact Details'. Fields marked with an asterisk (*) are required. A red question mark icon is visible next to the 'Date Of Birth' field.

Student - Personal Details		
First Name *	Middle Name	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date Of Birth *	Age	Gender *
<input type="text"/>	<input type="text"/>	Select Gender

Student - Contact Details		
Address Line 1 *	Address Line 2	City *
<input type="text"/>	<input type="text"/>	<input type="text"/>
County	Postcode *	Email *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Home Tel No *	Phone 2	
<input type="text"/>	<input type="text"/>	



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.

Email *

If no email exists please use the suggested email.
Email is required for system validation purposes

Suggestion:
FirstnameSurname@madressa.net

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 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.

APPLICATION SUBMISSION

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 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 check status tab see the application status.

If you wish to **add another child** click on 'Add Another Child' or if you want to do this at a later date, you can use your **Application ID** and **password** to login (refer to the guide for enrolling a sibling with a child on our waiting list) 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.**

The screenshot shows a table titled "Select Student to Pay Fees". At the top right, there is a "Donation History" button. The table lists four students, each with a profile picture, course and class information, and an admission number. Each row has a green "Pay Fees" button and a blue "Fees History" button with a dropdown arrow.

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

The screenshot shows a "Donate" form with a navigation bar at the top containing "STUDENT DETAILS", "IMAGE", "PARENT DETAILS", "PHOTO & VIDEO POLICY", "DONATE", and "FEES". The "DONATE" tab is active. The form contains a text input field for the donation amount (currently "£0.00"), a "Gift Aid Declaration" section with a checkbox, and an "Add to Cart" button. Below the form are "Back" and "Next" navigation buttons.



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.

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).

The screenshot shows a web interface for fee payment. At the top, there are navigation tabs: STUDENT DETAILS, IMAGE, PARENT DETAILS, PHOTO & VIDEO POLICY, DONATE, and FEES. The 'FEES' tab is active. Below the tabs is a 'Fees' section with a 'Pending Fees' table. The table has columns: Category Name, Collection Name, Last Date, Amount, Fees Paid, Balance, Pay Now, and Subscribe. One row is shown: 'Fees 2016 - New Students', 'Fees 2016 New Enrolments', '19 Jan 2016', '£', '£', and buttons for 'Add to Cart' and 'Subscribe'. Below the table, there is a red text box with instructions: '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.' Below this is a yellow button for '<< Back' and a yellow button for 'Go Back To Student List'. At the bottom, there is another red text box: 'If you would like to pay fees for your other children, please click the 'Go back to Student List' button above'.