

## Re-Enrolment 2021 for Existing Students

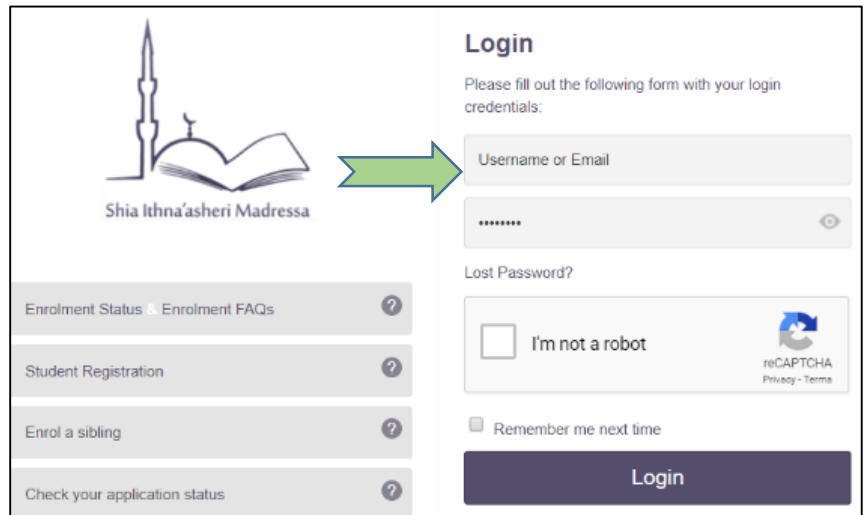
To successfully re-enrol your child(ren) in the Madressa you must complete payment of Fees for the new Academic Year by 13<sup>th</sup> December 2020.

### Login

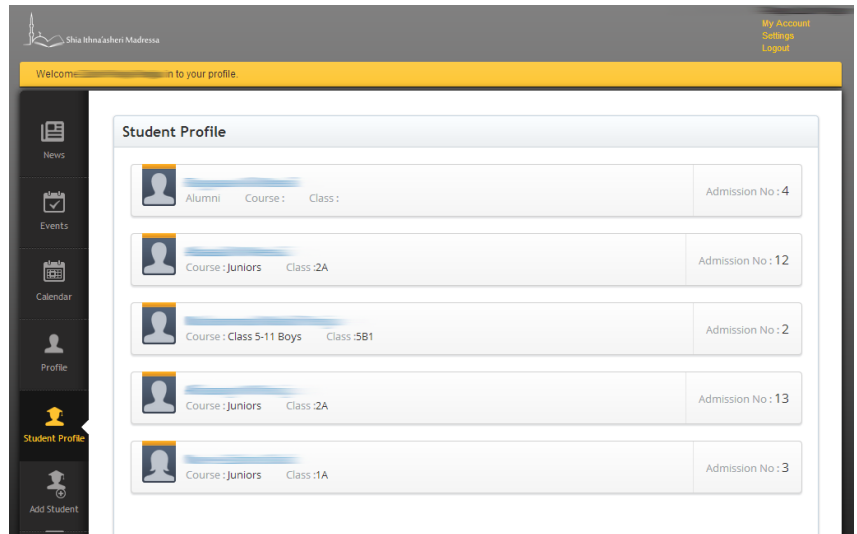
Login to the [Parent Portal](#).

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]			4
[Redacted]	Juniors	2A	12
[Redacted]	Class 5-11 Boys	5B1	2
[Redacted]	Juniors	2A	13
[Redacted]	Juniors	1A	3



You will see a list of your children

Click 'Pay Fees'

You will be guided through 7 steps. The first 4 are details you have previously completed but you **must ensure are correct and up to date and please upload a more up to date photo of your child.**

The screenshot shows a table titled "Select Student to Pay Fees" with a "Donation History" button in the top right. The table lists four students with their respective details and actions:

Student Photo	Course	Class	Admission No	Pay Fees	Fees History
	[blurred]	[blurred]	: 4125	<a href="#">Pay Fees</a>	<a href="#">Fees History</a>
	[blurred]	[blurred]	: 3351	<a href="#">Pay Fees</a>	<a href="#">Fees History</a>
	[blurred]	[blurred]	: 3352	<a href="#">Pay Fees</a>	<a href="#">Fees History</a>
	[blurred]	[blurred]	: 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.

The screenshot shows the "Agreement" step in the enrolment process. It includes a navigation bar with tabs for "STUDENT DETAILS", "IMAGE", "PARENT DETAILS", "PHOTO & VIDEO POLICY", "AGREEMENT", "DONATE", and "FEES". The "AGREEMENT" tab is selected. The content includes:

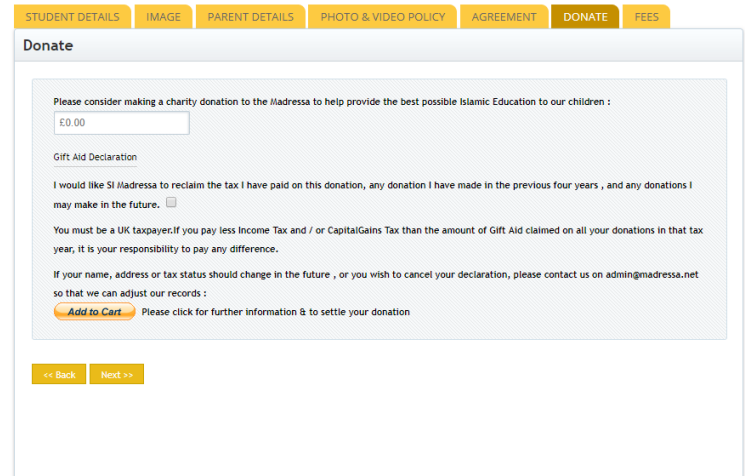
- Attendance Policy:** A confirmation box stating "I confirm that I have read the Madressa attendance policy and will ensure that my children meet the minimum attendance criteria set out in this policy or I understand that they may need to forfeit their place in Madressa." with a checked checkbox and a red prompt "Please agree attendance policy".
- Privacy Notice:** A confirmation box stating "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." with a checked checkbox and a red prompt "Please agree privacy policy".
- Navigation buttons: "<< Back" and "Next >>".

## 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 5 months, please complete the donation payment before proceeding.

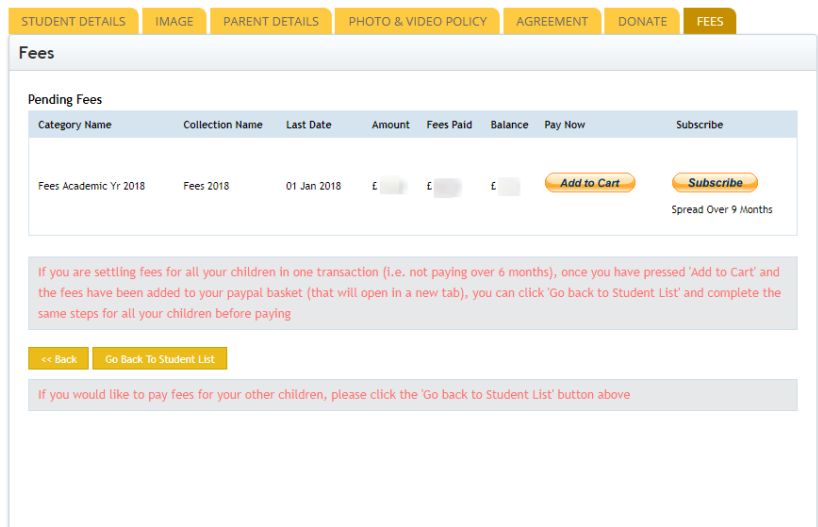


## Fee Payment

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 of £30/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.



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 5 months)**

You can choose to subscribe your child(ren)'s payments over the course of 5 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).