



## Enrolment 2022/2023 - New Students

This guide is intended for parents who want to enrol a child and who do **not** currently have any **children either enrolled in the Madressa or on the waiting list.**

### Register

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

Click on 'Student Registration'

The screenshot shows the website interface. On the left, a vertical menu contains links: 'Enrolment Status', 'Enrolment FAQs', 'Student Registration' (highlighted with an orange arrow), 'Enrol a sibling', and 'Check your application status'. On the right, the 'Login' section is visible, including fields for 'Username or Email' and a password, 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. It includes a yellow warning box at the top stating: 'Please ensure that you have fully read our admission policy and also viewed our FAQs before you complete this form. You can find both of these items here : <https://madressa.net/admissions/>'. Below this, a note says 'Fields with \* are required.' The form is divided into two sections: 'Student - Personal Details' and 'Student - Contact Details'. The 'Personal Details' section contains fields for First Name \*, Middle Name, Last Name \*, Date Of Birth \*, Age, and Gender \* (with a dropdown menu labeled 'Select Gender'). The 'Contact Details' section contains fields for Address Line 1 \*, Address Line 2, City \*, County, Postcode \*, Email \*, Home Tel No \*, and 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 **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](mailto:FirstnameSurname@madressa.net)

### KSIMC Membership Number:

If you are registered with KSIMC and need to obtain your membership number, please email [admin@hujjat.org](mailto: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](http://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.

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.

**The next part of the process is only applicable once your child's application has been accepted and you have received email notification to confirm this position. This usually takes around 4 weeks.**

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

## Paying Fees

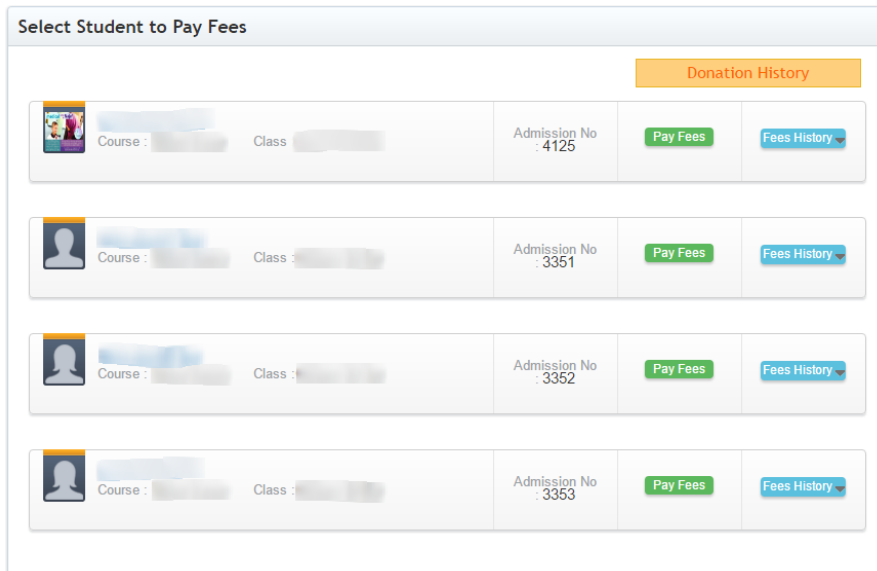
Login to the [Parent Portal](#).

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 web interface titled "Select Student to Pay Fees". At the top right is a "Donation History" button. Below is a table with four rows, each representing a student. Each row contains a student profile picture, a "Course" field, a "Class" field, an "Admission No" field, a green "Pay Fees" button, and a blue "Fees History" button. The admission numbers shown are 4125, 3351, 3352, and 3353.

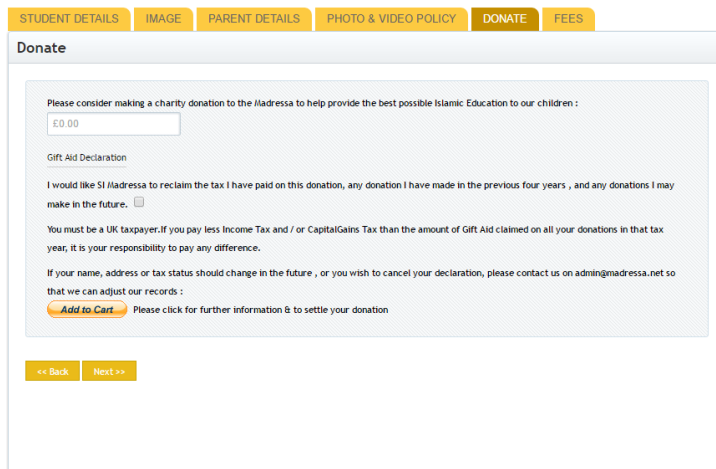
## Donations

**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 paying via direct debit, please complete the donation payment before proceeding.



The screenshot shows a web form titled "Donate". At the top is a navigation bar with tabs: "STUDENT DETAILS", "IMAGE", "PARENT DETAILS", "PHOTO & VIDEO POLICY", "DONATE", and "FEES". The "DONATE" tab is selected. The form contains a text input field for the donation amount, currently showing "£0.00". Below this is a "Gift Aid Declaration" section with a checkbox and text explaining the declaration. At the bottom of the form is an orange "Add to Cart" button and a note: "Please click for further information to settle your donation". Navigation buttons "<< Back" and "Next >>" are at the very bottom.



## 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	£	£		<a href="#">Add to Cart</a>	<a href="#">Subscribe</a>

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 a standing order. To do so, click 'Subscribe'. For this method of payment, you must subscribe each child individually. For details of the exact amount to be paid each month and how many months the standing order will last, please see our website.

**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).