

## Enrolment 2022/2023 - New Students (Sibling)

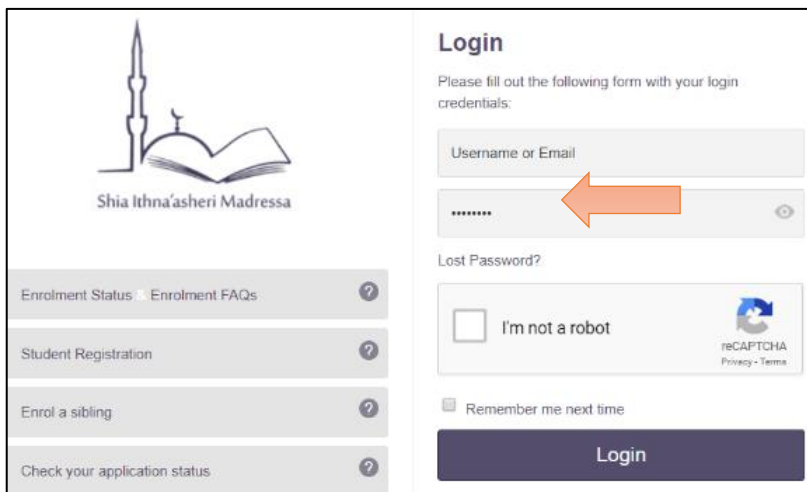
This guide is intended for parents with an **existing child(ren) already enrolled in the Madressa** and wish to now **enrol a sibling** for admission into the Madressa.

### Login

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

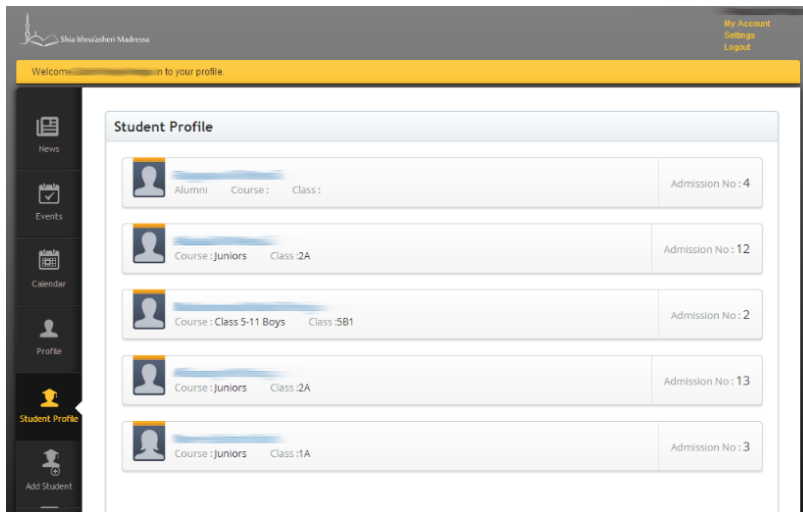
Login to the portal with your existing details.

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



The screenshot shows the login interface. On the left is a sidebar with links: Enrolment Status, Enrolment FAQs, Student Registration, Enrol a sibling, and Check your application status. The main area is titled 'Login' and contains a form with fields for 'Username or Email' and 'Password'. An orange arrow points to the password field. Below the password field is a 'Lost Password?' link, a reCAPTCHA 'I'm not a robot' checkbox, a 'Remember me next time' checkbox, and a 'Login' button.

On the home page, click 'Add Student' on the left side menu.



The screenshot shows the 'Student Profile' page. A left sidebar contains icons for News, Events, Calendar, Profile, Student Profile (highlighted), and Add Student. The main content area shows a list of students with their names, courses, classes, and admission numbers.

Student Name	Course	Class	Admission No.
[Redacted]	Alumni		4
[Redacted]	Course : Juniors	Class :2A	12
[Redacted]	Course : Class 5-11 Boys	Class :5B1	2
[Redacted]	Course : Juniors	Class :2A	13
[Redacted]	Course : Juniors	Class :1A	3



## 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](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 and please review our admission policy on our website for more information.

### 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.

### 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 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.

The screenshot shows a web page titled 'APPLICATION SUBMISSION'. It features a green header bar with the text 'You have now submitted your application'. Below this, there is a blue button labeled 'Add Another Child'. The main content area states: 'Your application form has been submitted to S I Madressa for review.' It then provides the application number '3380' and instructs the user to make note of this information for future communications. It also mentions that a summary message with application details and a password has been sent via email and SMS. A warning is given to check the application for errors (date of birth, gender, contact details) as they affect processing time. Finally, it offers options to add another child or check the status of the application.

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.

**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

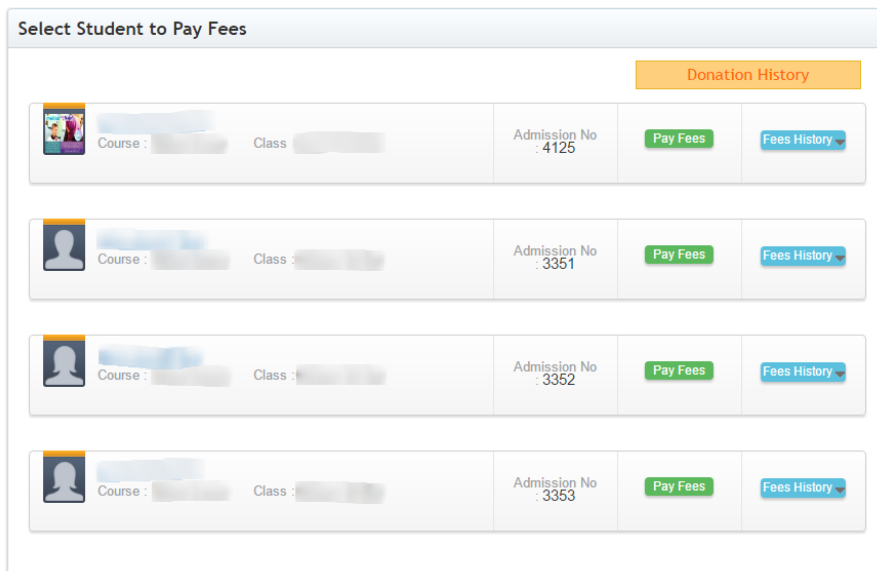
Login to the [Parent Portal](#).

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 table titled "Select Student to Pay Fees". It lists four students with their respective admission numbers (4125, 3351, 3352, 3353). Each row includes a "Pay Fees" button and a "Fees History" button. A "Donation History" button is also visible at the top right of the table.

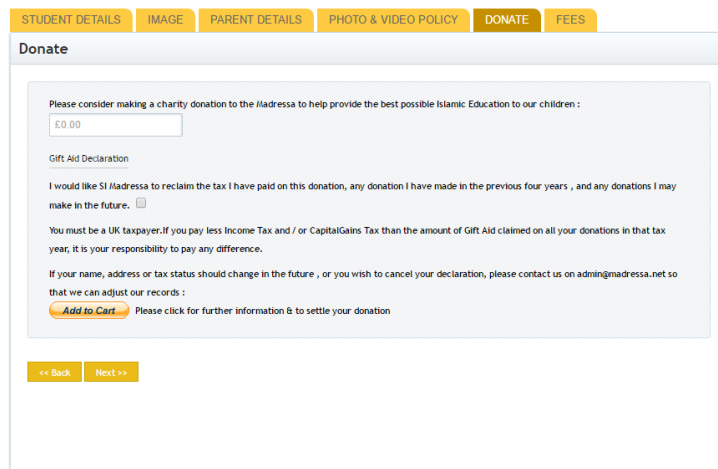
## Donations

**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 then please complete the donation payment before proceeding.



The screenshot shows the "Donate" form. It includes a text input field for the donation amount (currently showing "£0.00"). Below this is a "Gift Aid Declaration" section with a checkbox and explanatory text. At the bottom, there is an "Add to Cart" button and a note: "Please click for further information & to settle your donation". Navigation buttons "<< Back" and "Next >>" are also present.



## 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 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).

**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