

Re-Enrolment 2023/2024 for Existing Students

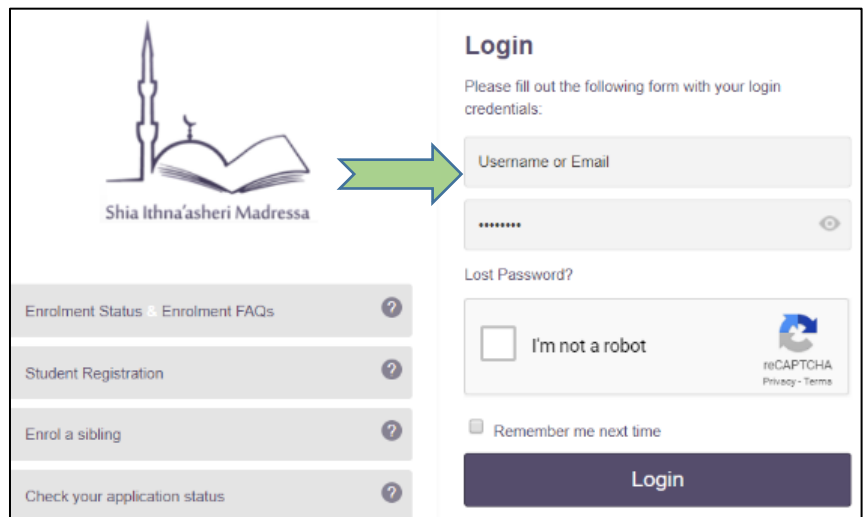
To re-enrol your child(ren) in the Madressa you **must complete payment of Fees for the new Academic Year by the due date indicated by Madressa else your child's space will be re-allocated to another child on the waiting list.**

Login

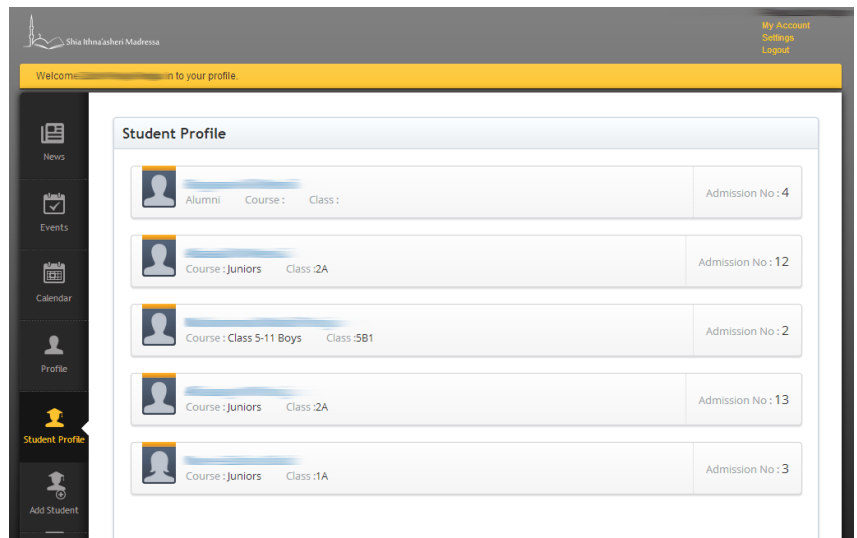
Login to the [Parent Portal](#).

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 :
[Profile Icon]			4
[Profile Icon]	Course : Juniors	Class :2A	Admission No : 12
[Profile Icon]	Course : Class 5-11 Boys	Class :5B1	Admission No : 2
[Profile Icon]	Course : Juniors	Class :2A	Admission No : 13
[Profile Icon]	Course : Juniors	Class :1A	Admission No : 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 an up to date photo of your child.**

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

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.

STUDENT DETAILS | IMAGE | PARENT DETAILS | PHOTO & VIDED POLICY | **AGREEMENT** | DONATE | FEES

Agreement

Attendance Policy

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

Please agree attendance policy

Privacy Notice

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

Please agree privacy policy

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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.

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).