# Re-Enrolment 2024/2025 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.



The S I Madressa is an organisation formed under the Hujjat KSIMC of London (charity no: 288356) providing education services since 1985. Husaini Islamic Centre, Wood Lane, Stanmore, HA7 4LQ | Email: <u>admin@madressa.net</u> | Web: <u>www.madressa.net</u> Shia Ithna'asheri Madressa

ENROLMENT 2024/2025 ACADEMIC YEAR

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 : Class	Admission No : 4125	Pay Fees	Fees History		
Course : Class :	Admission No : 3351	Pay Fees	Fees History 🗸		
Course : Class :	Admission No : 3352	Pay Fees	Fees History		
Course : Class :	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.

Attendance Poli	ÿ					
			d will ensure that my children meet	the minimum attenda	nce criteria set o	ut in this policy or I
		forfeit their place in Madr	essa 🗹			
Please agree attend	ance policy					
Privacy Notice						
		Madressa privacy notice a sa's privacy notice 🗹	nd that I permit the Madressa to use	the data which I have	provided in acco	rdance with the
		sa'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.

	aking a charit	y donation to the Madres	a to help provide the best possible	e Islamic Education to	our children :	
£0.00						
Gift Aid Declaration	1					
would like SI Mad	ressa to recla	im the tax I have paid on	this donation, any donation I have	made in the previou	s four years , and any	donations I
may make in the f	uture. 🔲					
fou must be a UK I	taxpayer.If yo	u pay less Income Tax and	d / or CapitalGains Tax than the am	ount of Gift Aid claim	ed on all your donation	ons in that tax
ear, it is your res	ponsibility to	pay any difference.				
f your name, addr	ess or tax sta	tus should change in the	future , or you wish to cancel your	declaration, please c	contact us on admin@	madressa.net
o that we can adj	ust our recon	ds :				
Add to Cart	Please click	for further information 8	to settle your donation			
	_					

### Fee Payment

When you go to the final step, you have two options for payment

#### 1) <u>Pay Now</u>

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.

STUDENT DETAILS	IMAGE PARE	NT DETAILS	PHOTO & VI	DEO POLIC	Y AG	REEMENT	DONAT	TE FEES
ees								
Pending Fees								
Category Name	Collection Nam	e Last Date	Amount	Fees Paid	Balance	Pay Now		Subscribe
Fees Academic Yr 2018	Fees 2018	01 Jan 2018	£	£	£	Add to I	Cart	Subscribe Spread Over 9 Months
	idded to your paypa	al basket (that wil						essed 'Add to Cart' and List' and complete the
< Back Go Back T	o Student List							
If you would like to p	oay fees for your ot	her children, plea	se click the	'Go back to	Student	List' button a	above	

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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) <u>Subscribe (pay monthly)</u>

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).