Shia Ithna'asheri Madressa

Enrolment 2024/2025 - New Students (Wait List)

This guide is intended for parents who **have a child(ren) currently on the waiting list** and would like to enrol a sibling of that child for admission into the Madressa.

Login

Go to http://sis.madressa.net

Click on 'Enrol a sibling'

Use the Application ID and Password that were sent to you in the initial confirmation email that you received from Madressa when you registered your **first child** (who is currently on the waiting list) to login.

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: admin@madressa.net | Web: www.madressa.net

When you login you will be shown your first child's application form, at the top right of the screen you will see a blue button to 'Add Another Child'. You must click this to add a sibling and you cannot enrol your sibling

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 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.

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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 as 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
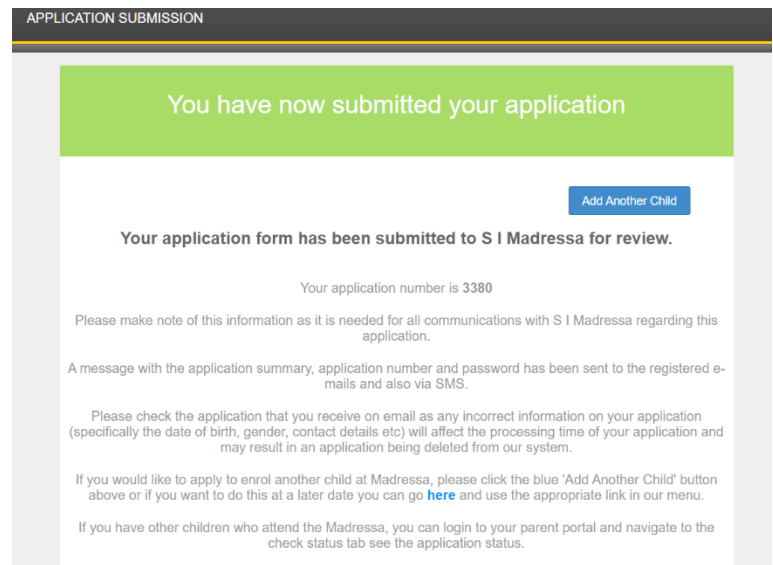
Photo Upload:

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 using the login method outlined at the start of this guide.

APPLICATION SUBMISSION

You have now submitted your application

Add Another Child

Your application form has been submitted to S I Madressa for review.

Your application number is 3380

Please make note of this information as it is needed for all communications with S I Madressa regarding this application.

A message with the application summary, application number and password has been sent to the registered e-mails and also via SMS.

Please check the application that you receive on email as any incorrect information on your application (specifically the date of birth, gender, contact details etc) will affect the processing time of your application and may result in an application being deleted from our system.

If you would like to apply to enrol another child at Madressa, please click the blue 'Add Another Child' button above or if you want to do this at a later date you can go **here** and use the appropriate link in our menu.

If you have other children who attend the Madressa, you can login to your parent portal and navigate to the check status tab see the application status.

If you wish to **add another child** click on 'Add Another Child' or use your **Application ID** and **password** to login (as outlined above) 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.

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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.**

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

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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).

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