

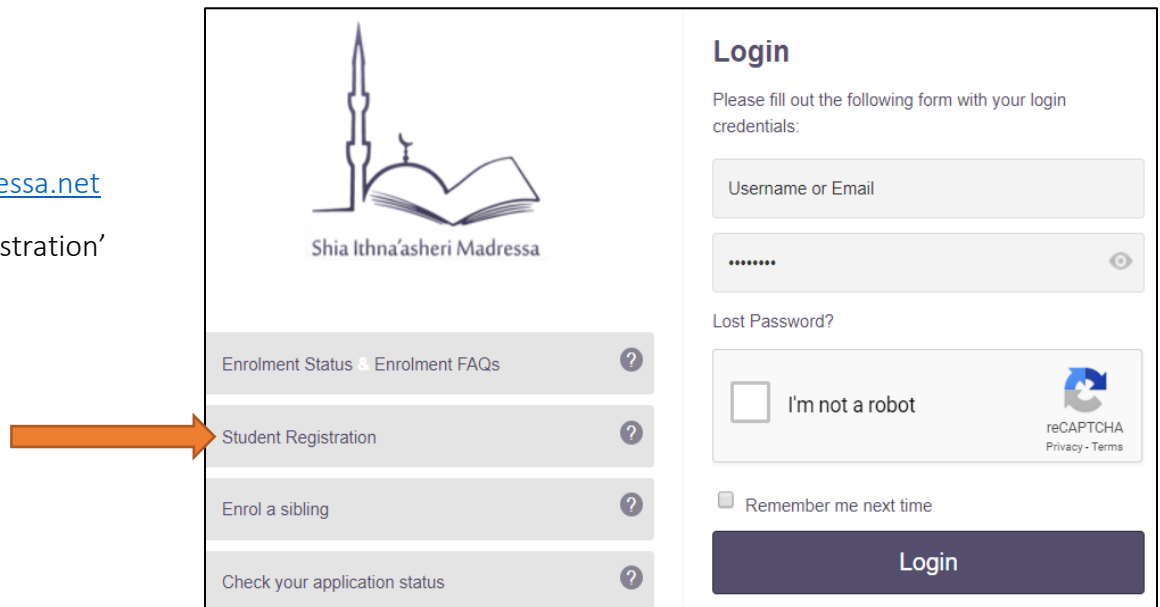
Enrolment 2024/2025 - New Students

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'

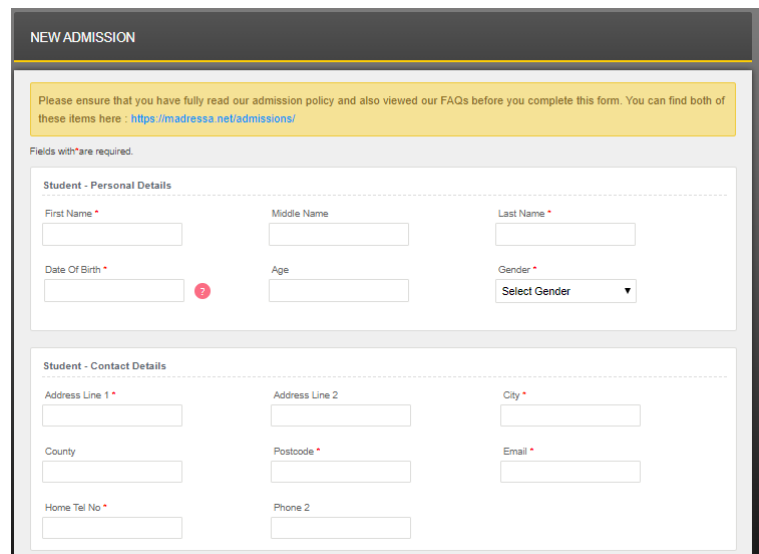


The screenshot shows the website's navigation menu on the left and the login page on the right. The menu includes links for 'Enrolment Status', 'Enrolment FAQs', 'Student Registration', 'Enrol a sibling', and 'Check your application status'. An orange arrow points to the 'Student Registration' link. The login page has a header with the madressa logo and the text 'Shia Ithna'asheri Madressa'. Below the logo is a 'Login' section with a form for 'Username or Email' and a password field. There is 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' application form. It has a header with the text 'NEW ADMISSION'. Below the header is a yellow box with a warning message: '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 the warning is a section titled 'Fields with*are required.' followed by two sections: 'Student - Personal Details' and 'Student - Contact Details'. The 'Student - Personal Details' section has fields for 'First Name *', 'Middle Name', 'Last Name *', 'Date Of Birth *', 'Age', and 'Gender *' (with a dropdown menu). The 'Student - Contact Details' section has 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

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.

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

Photo Upload:

Please ensure it is within a limit of **10MB** and in one of the **three accepted formats (.jpg, .gif, .png)**

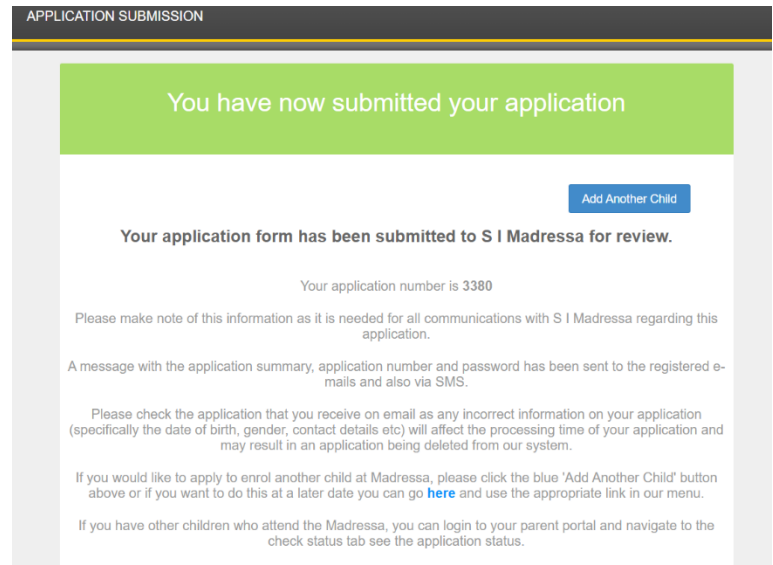


Upon completion of the application you will see the following notification.

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 - 6 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" with a "Donation History" button at the top right. The table lists four students, each with a profile picture, course and class information, and an admission number. Each row has a green "Pay Fees" button and a blue "Fees History" button with a dropdown arrow.

| Select Student to Pay Fees | | | | Donation History |
|----------------------------|--------------------|-------------------|---------------------|-----------------------|
| | Course : [blurred] | Class : [blurred] | Admission No : 4125 | Pay Fees Fees History |
| | Course : [blurred] | Class : [blurred] | Admission No : 3351 | Pay Fees Fees History |
| | Course : [blurred] | Class : [blurred] | Admission No : 3352 | Pay Fees Fees History |
| | Course : [blurred] | Class : [blurred] | Admission No : 3353 | Pay Fees Fees History |

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 "Donate" form with a navigation bar at the top containing "STUDENT DETAILS", "IMAGE", "PARENT DETAILS", "PHOTO & VIDEO POLICY", "DONATE", and "FEES". The "DONATE" tab is active. The form includes a text input field for the donation amount (currently £0.00), a "Gift Aid Declaration" section with a checkbox, and an "Add to Cart" button. Navigation buttons for "Back" and "Next" are at the 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.

For each child that you wish to pay 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).

The screenshot shows a web interface for managing fees. At the top, there are navigation tabs: STUDENT DETAILS, IMAGE, PARENT DETAILS, PHOTO & VIDEO POLICY, DONATE, and FEES. The 'FEES' tab is active. Below the tabs is a 'Fees' section with a 'Pending Fees' table. The table has the following columns: Category Name, Collection Name, Last Date, Amount, Fees Paid, Balance, Pay Now, and Subscribe. One row is visible: 'Fees 2016 - New Students', 'Fees 2016 New Enrolments', '19 Jan 2016', '£', '£', and buttons for 'Add to Cart' and 'Subscribe'. Below the table, there is a red warning message: '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.' At the bottom of the warning, there are buttons for '<< Back' and 'Go Back to Student List'.