

Re-Enrolment 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

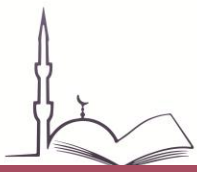
Login to the [Parent Portal](#).

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
			4
	Course : Juniors	Class :2A	12
	Course : Class 5-11 Boys	Class :5B1	2
	Course : Juniors	Class :2A	13
	Course : Juniors	Class :1A	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 : <input type="text"/> Class : <input type="text"/>	Admission No : 4125	Pay Fees	Fees History
	Course : <input type="text"/> Class : <input type="text"/>	Admission No : 3351	Pay Fees	Fees History
	Course : <input type="text"/> Class : <input type="text"/>	Admission No : 3352	Pay Fees	Fees History
	Course : <input type="text"/> Class : <input type="text"/>	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 & VIDEO 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

[<< Back](#) [Next >>](#)



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 'Donate' form is part of a navigation menu with tabs: STUDENT DETAILS, IMAGE, PARENT DETAILS, PHOTO & VIDEO POLICY, AGREEMENT, DONATE, and FEES. The form title is 'Donate'. It contains a text input field for the donation amount, currently showing '£0.00'. Below this is a 'Gift Aid Declaration' section with a checkbox and text: 'I would like SI Madressa to reclaim the tax I have paid on this donation, any donation I have made in the previous four years, and any donations I may make in the future.' There is also a note about UK taxpayer status and a link to 'Add to Cart'. At the bottom are '<< Back' and 'Next >>' buttons.

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.

The 'Fees' section is part of the same navigation menu. It has a sub-header 'Fees' and a table titled 'Pending Fees'. The table has columns: Category Name, Collection Name, Last Date, Amount, Fees Paid, Balance, Pay Now, and Subscribe. There is one row for 'Fees Academic Yr 2018' with a collection name of 'Fees 2018' and a last date of '01 Jan 2018'. The 'Pay Now' column has an 'Add to Cart' button, and the 'Subscribe' column has a 'Subscribe' button. Below the table is a note about settling fees in one transaction and a 'Go Back To Student List' button. At the bottom, there is a note about paying fees for other children and another 'Go Back To Student List' button.



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).