



MASJID-E-HIDAYAH
MANCHESTER | UK
 Off Seymour Place, Humphrey Road
 Old Trafford, Manchester
 M16 9 DD



Madrassah Ashrafya

You should read this policy if you are the person responsible for teaching and development of the students at the Madrassah.

Terms and Conditions - Madrassah Terms and Conditions • The minimum age for admission is 4 years old. • A copy of the birth certificate is also required for administration purposes. • All students and parents shall be expected to conform to all rules and regulations, and no exceptions shall be made for anyone. • All students shall be expected to conform to Islamic guidelines, as advised by their teachers, in relation to dress and appearance. • Boys dress code is a Jubbah/Kurta and a topi (hat). • Girls dress code is a Hijaab and Jubbah (below the ankles). No makeup is allowed. • All students must have their hair cut in accordance to sharee’ah (an equal length all over). Students that have haircuts outside this remit will be suspended and only re-admitted when they conform. • All absences must be explained by a note signed by the parent / guardian. • To show any form of disrespect to the trustees, teachers or staff of this institute will be judged as inexcusable and any student found guilty of such behavior will be liable for dismissal. • The institute reserves the right to terminate any student’s admission when it deems necessary. Anyone whose admission is terminated has no legal remedy against the institute. • Students must not bring unnecessary items into the Institute, and must look after their belongings whilst on the premises. The Institute shall not accept responsibility for any damage to and / or loss of any student belongings. • Student(s) and/or their parents / guardians shall be liable for the cost of any damage to the Institute property. • Administration fee of £10.00 is made payable for each successful application. The fee for each student and is paid towards reserving the child’s space and not for teaching or attendance. • All fees must be paid on time. It is recommended to pay the fees for the month in advance. • All students must be punctual and regular in their attendance in class. • Students are expected to attend and arrive on time to Institute and are not allowed to arrive late or leave early except in exceptional circumstances, supported by confirmation by the parent/ guardian and approval from the Madrassah. • Any student who leaves the Madrassah without notice or without a valid reason will only be put back on the waiting list, at the discretion of the Madrassah. • Absence by a student of 3 weeks or more without notification may automatically terminate the child’s place from the Institute. It is highly recommended that holidays are taken at times of Madrassah holidays. • Any student whose continued presence at the Institute is deemed to be harmful, to the Institute and/or other students shall be excluded from the Institute and in any such case the decision of the Institute shall be final. • Parents/guardians shall be expected to ensure that any homework/tasks given to students is/are completed and submitted upon the requested time. • Administrative decisions such as class allocations, setting of timings, holidays and setting the syllabus etc. shall be made at the sole discretion of the Institute. • In case of extreme/bad weather parents are advised to contact the Madrassah to see if any closures are in place. • The Institute reserves the rights to amend existing rules or introduce new rules at any time. • In the event of any dispute/disagreement the decision of the Institute shall be binding and final.

Terms and Conditions - I agree and will accept the terms and Conditions of Madrassah Ashrafya.

Applicant name

Name of Parent

Signature of Parent.

Date