

Al Kawthar Academy



Al Kawthar Academy Classes Application Form

Al Kawthar Academy
62 Gough Rd, Leicester, LE5 4AN
Tel/Fax: 0116 246 1011 / 0121 773 5191

Please complete the form in full, reading the regulations and signing the declaration.
Please return the completed form to the al Kawthar Academy without delay.

DETAILS OF APPLICANT

Please complete all parts in full

Forename (s) _____

Surname _____

Address _____

_____ Post Code _____

Tel _____ Mobile _____

Occupation _____

Age _____ Date of Birth _____

Email address _____

Emergency Contact Name _____

Emergency Contact Number _____

Do you suffer from any medical condition or health issues? If yes please give details:

I am applying for the following class (Please tick one):

Arabic Class

Fiqh Class

Tajwid & Hifz Class

For ladies only: Please tick the class you wish to join:

Morning

Evening

Previous Islamic Education

Please give details of any previous Islamic education including any knowledge of the Arabic language.

Payment of Fees

Please select your preferred method of payment for fees:

Cheque

Standing Order

If paying by standing order please complete the attached standing order mandate and return with the completed application form.

Regulations

Course, Attendance and Fees

1. Students must attend all lessons punctually adhering to the beginning and end times.
2. Notification must be given of any planned absence of more than 3 days.
3. Fees must be paid on time. The annual fee should be paid outright at the beginning of the academic year, or in 10 monthly instalments.
4. If paying in instalments the first payment must be made at the beginning of the academic year with regular monthly payments thereafter. The whole amount must be settled before the end of the academic year.
5. The course fee is set for the whole year and is only divided into instalments to facilitate payment. The individual instalment of any period does not necessarily reflect its teaching time and so will be payable regardless of official holidays or individual absence.
6. A minimum of 7 days notice must be given by any student who wishes to withdraw from the course. Fees will still be payable till the end of this 7 day period. Any overpaid fees will be refunded. Students will remain liable for fees regardless of their absence if a written notice is not given.
7. The al Kawthar Academy will continue to make every effort to successfully complete the course. However, if there are significant difficulties owing to logistical complications, insufficient number of students or other unforeseen circumstances, the Academy will have no option but to terminate the course. Sufficient notice will be given and any overpaid fees will be refunded.

Conduct

8. This is a religious course comprising a study of sacred texts and topics. This Islamic spirit of learning must be reflected in the conduct, dress code and etiquettes of the students.
9. All students must adopt the Islamic dress code to the best of their ability.
10. All students must conduct themselves appropriately and observe the correct etiquettes towards the al Kawthar Academy, its teachers, staff, and other students.
11. Eating and drinking during lessons is strictly forbidden.
12. All mobile phones must be switched off or put on silent during lessons.

Students must adhere to all the above conditions and comply with the regulations of the al-Kawthar Academy. Anyone failing to do so, will be liable for removal from the course.

DECLARATION

I have read, understood and accepted the above conditions and agree to abide by them.

Applicant's name: _____

Signature: _____ Date _____/_____/_____

OFFICE USE ONLY