



## Hifz Application Form

### STUDENT

GENDER: Male  Female:

DATE OF BIRTH: ...../...../.....

FORENAME(s): .....

SURNAME: .....

ADDRESS: .....

..... POST CODE: .....

MEDICAL REQUIREMENTS/DETAILS (if any): .....

.....

PREVIOUS/CURRENT MADRASAH (please circle): .....

How much of the Quran has been memorised?

### PARENT/GUARDIAN

FORENAME(s): .....

SURNAME: .....

ADDRESS (if different) .....

..... POST CODE: .....

HOME/MOBILE TEL No.: .....

RELATIONSHIP TO CHILD: .....

### OFFICE USE

Form no.

Date of admission:

Class:

**RULES AND REGULATIONS**

- 1) Maktab Hours are Monday – Thursday 5:00pm – 7:00pm unless otherwise notified.
- 2) Grace time is allowed up to 5 minutes for being late on an occasional basis. If you know that the child will be more than 5 minutes late, a phone call to M Abdul Muhit no later than 10:35am is required to inform that the child will be late. Same rule applies if your child will be absent for the day.
- 3) Islamic dress code is required of all the students in the maktab.

**DISCIPLINE POLICY**

The participants are expected to conduct themselves in a proper, responsible and Islamic manner, respecting their teachers and other adults, their fellow students and all property. A participant whose action(s) infringes upon the right(s) of others will be held responsible for the action(s), and disciplinary measures will be taken by the management. This will first involve discussions with the parent(s). Consistent misbehaviour may lead to expulsion.

**PROGRESS**

Your child’s progress will be written on a DAILY basis; you will be required to sign the record book at the end of each week to acknowledge you are aware of how they are progressing, inshaAllah

**FEES**

Admission fee is **£20.00**. The maktab fee is **£25.00 a month** per child. Fees should be paid a month in advance.

**WAIVER OF RESPONSIBILITY/DISCLAIMER**

LCIC cannot be held responsible for unsupervised areas and times before and after the lesson hours for participants. The parent(s) understand(s) that during the lessons at LCIC, in case of a mishap or an unforeseen accident on the masjid premises, neither LCIC nor its representatives will be liable or responsible.

**PARKING**

We strongly recommend parents/guardians park their cars and accompany the child to the masjid. Parking can be found in the nearby CO-OP.

**QUERIES/COMPLAINTS**

For any queries or complaints, please do not hesitate to contact M Abdul Muhit on 07907671956

By checking this box, we agree that the above mentioned information is true and correct. We also agree to the terms and conditions that are explained above.

SIGNATURE: .....

DATE: .....

NAME OF PARENT/ GUARDIAN: .....