



Charity Reg: 1136660

AL-AMAAN EDUCATION TRUST

434 Barking Road

London, E6 2SA

Website: www.al-amaanet.org.uk

Email: info@al-amaanet.org.uk

info_aetrust@yahoo.com

Tel: 0795 8014 404

Admission Form:

DETAILS OF STUDENT

First Name (s) _____ Surname _____

Address _____

Postcode _____ Phone _____

Date of Birth ____/____/____ Place of Birth _____

DETAILS OF PARENT/GUARDIAN

Forename(s) _____ Surname _____

Emergency Contact Home. _____ Mob. _____

Does your child suffer from any serious medical condition? **Yes / No** (if yes, then please provide the details below).

MEDICAL DETAILS

Name of G.P. _____ Phone _____

Address _____

Details of any serious illness which you want to tell us (use more sheets if necessary):

Terms & Conditions.

- 1 Child must be at least 5 years of age - (Proof may be requested)
- 2 Admission or re-admission fees will be £ 30 per child. Non- refundable and payable at the time of registration.
- 3 Fees payable in full and in advance including annual holidays (irrespective of whether the child attends their classes or not)
- 4 **Monthly fees for weekday classes are £25 per child. Timetable: Monday to Thursday (Group 1 – 4:30pm to 6pm) and (Group 2- 6pm to 7:30pm)**
- 5 **Monthly fees for weekend classes are £25 per child (Saturday and Sunday 10am to 12 noon)**
- 6 **Fees can be paid monthly (1st day of each month) via standing order only, or in two instalments each year, September and March. Failure to pay on time or your standing order fails then you will be charged a late fee of £10 to cover up the extra admin cost. Failure to comply with this rule may result in exclusion and re-admission will be required (upon availability of space). Standing Order form can be downloaded from our website or collected from the teacher.**
- 7 **It is the parent/guardian’s responsibility to ensure that your child attends and returns from the classes safely and in the most appropriate manners. The management committee/teachers take no responsibility for anything that happens outside the Centre.**
- 8 All absences MUST be authorised by parents/guardian. (Upon their return pupils will not be able to enter without an authorisation of absent letter.
- 9 If the child fails to attend his/her classes for a continuous period of more than 3 weeks without prior notification then the child’s name will be struck off the register. Re-admission to the Centre will be required (subject to availability of spaces).
- 10 Each child should attend the Centre regularly and arrive 10 minutes before the start time of classes, failure to do so he/she will be denied classes for that day.
- 11 No student will be allowed to leave early without their parent’s / guardian’s written consent and the approval of his /her responsible teacher.
- 12 Students should be punctual and attend all classes. They are also expected to keep up to date with class work and complete homework given to them.
- 13 Every child should attend the Centre in a clean, well-presented manner and must wear appropriate clothing for the classes (teacher will explain the dress code at the appropriate timing).
- 14 The management reserves the right to suspend or expel any pupil’s due to their behaviour breaching the Centre’s rules.
- 15 All students must respect their teachers, observe and abide the Centre’s rules at all times.
- 16 No action can be taken against AAET or their employees at any circumstances. All complaints will be dealt with by the management team.
- 17 Priority will be given to those who are currently not attending any mosque or education centre.
- 18 The trustees reserve the right to amend their terms and conditions without prior notification,

Parent’s signature: _____ Date: ___/___/___

Print name: _____ Relationship to child _____

Admission approved by: _____ Date: ___/___/___

(If declined please give brief reasons for records purposes. Office use only)

Jazakallahu-Khair.