

## New Contract

Thank you for choosing to study Qur'an and the Arabic Language online with the Cambridge Muslim Academy. We look forward to welcoming all students, new and old in September and to an enjoyable learning journey over the coming school year in Sha'a Allah.

To ensure the efficient running of the Academy, we have prepared a contract, available on the Academy's website, to be read, signed and submitted prior to enrolment with the Academy. It is important to us that all students who enrol with our Academy are given the best opportunity to learn. In order to achieve this, we plan in advance the number of teachers and the lessons we deliver. For this reason, it is essential for us to receive the fees in advance. Equally, in order for the students to truly progress in their learning, they must follow up with their homework and studies during the week as revision is important in learning, even if just for a couple of hours per week.

Frequent assessments and tests will be carried out by the teachers each term in order that they can correctly evaluate each student.

## Contract for Adult Courses

- 1- Course fees must be paid in full on submission of the application form.
- 2- If a candidate changes their mind before the course starts, the course fees will be refunded minus a 10% administration and application processing fee.
- 3- If the course starts and the student changes their mind, the fees will not be refunded.
- 4- For those candidates who apply for courses run over the whole academic year, fees can be paid monthly or in term (every three months). However the 10% reduction from the refund is still applicable in case of application withdrawal.
- 5- In the event that a student is absent from the course for several sessions, the fees for the whole course are still applicable in full.

- 6- Fees paid in term and the student is absent: a refund is applicable minus a 10% administration and processing fee and the fees for any days attended.
- 7- In the event of a planned break from the course due to a holiday or other commitments, a formal written notice must be handed in to Mrs Hanadi Kerdasi at least one month before the break. Failure to do so will result in the full fees being charged for the course.
- 8- During Ramadan, courses that run in the evenings will be changed to different timings accordingly. The new timings will be rearranged accordingly between the tutors and students. Course fees will still be applicable regardless of whether the student attends or not, unless a Ramadan break has been agreed at least one month in advance with Mrs Hanadi Kerdasi and a written note requesting the break has been submitted (see clause 7).
- 9- If a student misses a session from their course they cannot automatically attend another session from another course or be refunded for that session unless the Academy or the tutor cancels the session then the session fees will be refunded. It is courtesy that the candidate reports their absence beforehand; however, it is not compulsory to do so.
- 10- It is important that the student attends as many classes as possible in order that they do not miss any important information and consequently fail to make progress in their learning.
- 11- Equally, each student must be on time to their classes in order that they do not miss any information and disturb the class. It is the responsibility of the student to catch up on any information/ sessions missed.
- 12- Homework and Quran practice or any assignments must be completed each week.
- 13- Students must bring all relevant course materials including books and exercise books required each time they attend a class.
- 14- It is the student's responsibility to purchase any books and any recommended resources related to the course,

- 15- Respect for others is essential and we encourage course participants to show respect to everybody else.
- 16- No audio or video recording of any session is permitted; any recording detected will be legally pursued.
- 17- Cambridge Muslim Academy's staff will not accept any kind of physical or verbal abuse. Any incidents of this kind will be legally pursued.

Student's name (Print): .....

Student's signature: .....

Date: .....

The Cambridge Muslim Academy Management

Date: .....

Signature: .....

## Adult Registration Form

Student First Name: .....

Student Surname: .....

Student D.O.B: .....

Postal Address: .....

Contact Number: .....

Emergency Contact Number: .....

Email: .....

Special Requirements: .....

Student Name: .....

Student Signature: .....

Date: .....