



Al Falah Islamic Academy

Block 2 Street 48, Hawally.

Block 12 Naser Al Badr street, Salmiya.

Block 7 street 59 Abra q Khaithan.

Block 1 street 4 Abu Halifa, Kuwait – Phone 60003878

Email: info@alfalahq8.com Website: www.alfalahq8.com

APPLICATION FOR ADMISSION

Number:

Student's Information:

1) Student's last Name: First Name: Middle Name:

DOB: / / Nationality:

School Grade in: Gender: Male () Female () Civil I.D No:

Attended any Quran classes / Islamic classes: Yes () No ()

2) Student's last Name: First Name: Middle Name:

DOB: / / Nationality:

School Grade in: Gender: Male () Female () Civil I.D No:

Attended any Quran classes / Islamic classes: Yes () No ()

3) Student's last Name: First Name: Middle Name:

DOB: / / Nationality:

School Grade in: Gender: Male () Female () Civil I.D No:

Attended any Quran classes / Islamic classes: Yes () No ()

Parent / Guardian Information:

Parent's or Guardian's Last Name: First Name:

Res Address: Occupation:

Father's Cellular Phone : Mother's Cellular Phone (Whatsapp No):

Transport Required : Yes () No () Email I.D

Declaration:

The information I have given on the Form is true and accurate to the best of my knowledge I have read and agree with the rules and regulation of **Al Falah Islamic Academy**, I will abide by them , Insha' Allah.

Parent's or Guardian's Signature :

Date: / /

FOR OFFICIAL USE ONLY

Date of Admission : / /

Class Assigned:.....

Admission fees :

Amount Received:

Balance to be paid:

Comments:



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RULES & REGULATIONS

Respected Parents

Assalamualaikum Warahmathullaahi Wabarakathuhu

MISSION STATEMENT

To create Allah – Conscious pupils, equipped with a sound understanding of the Quran and teachings of our Beloved Prophet Muhammad (S.A.W)

This form serves to foster a greater understanding of the rules and code of conduct we expect from our student. In this regard, we require and request your total co-operation in creating a difference to our environment.

1-OUR EXPECTATION

We expect:

- 1.1 Students to show respect, devotion, dedication and commitment to their deen and their studies. Anything that distracts them from this primary purpose will be regarded as " harmful".
- 1.2 Total co-operation from parents.
- 1.3 All students are expected to memorize/ finish and turn in their homework on time.
- 1.4 Every link to knowledge must be respected. Respect must be shown for Teachers, books and classrooms.
- 1.5 Students are not allowed to disturb other students by their behavior.
- 1.6 No food or drinks are allowed in the classroom. Only to bring water is allowed.

2- ACADEMY TIMINGS

- 2.1 Group – 1
Sunday to Wednesday : 2:45 PM -5:00 PM (Hawally)
- 2.2 Group – 2
Sunday to Wednesday : 5:30 PM -7:30 PM (Salmiya)
- 2.3 Group – 3
Friday 3:00 PM - 6:00 PM (Khaithan)
Saturday..... 1:00 PM - 4:00 PM (Khaithan)
- 2.4 Group – 4
Friday & Saturday : 8:00 AM- 11:00 AM (Abu Halifa)
- 2.5 Parents can choose any one of the timing & place according to their convenience.

3- LATENESS

Children arriving after the normal time will not be taken unless a valid reason is given.

4- DISMISSAL

Parents are responsible to pick up their children at dismissal time. In extra ordinary circumstances, if a parent or guardian is unable to pick a student , arrangements must be made with the principal or teacher in advance.

5- ATTENDANCE, ABSENTEEISM , LEAVE TAKING

- 5.1 Regular attendance is demanded from every students.
- 5.2 If a learner has been absent for 1-2 days, he / she must write the reason in the diary.
- 5.3 All serious illness and injuries must be reported to the principal.
- 5.4 Leave will be granted for valid reason only. No student is to leave academy premises without permission from the principal.
- 5.5 Those students going on vacations should inform in writing.

6- PERSONAL APPEARANCE

Apart from being neatly and correctly attired , students are also responsible for their hygiene and appearance. Periodic inspections will be carried out.

- 6.1 **HAIR:** For boys length may not exceed collar length.
- 6.2 **JEWELLERY :** For girls the only item of jewellery that is permissible is earring.
- 6.3 **FINGER – NAILS :** To be clean and short. For girls no nail polish will be tolerated.
- 6.4 **UNIFORM :** Every learner is expected to arrive at Academy neatly and correctly attired . Modesty is an integral part of Islam.

BOYS

Dhisdasha : Plain white (not off white) above the ankle.

Cap : Plain white (not off white) without any coloured designs.

GIRLS

Abaya : Plain black without any designs (coloured or black)

Scarf : Plain black without any designs or any islamic border lace

6.5 If pupils are not dressed according to the above said manner appropriated measures will be taken to rectify the situation.

7- CELL PHONE POLICY

The cell phone is a necessary which should not be given to the children . Hence we strongly urge you to take our policy seriously.

- 7.1 No student is allowed to bring a cell phone to Academy under any circumstances.
- 7.2 The Academy will not take responsibility for the abuse of cell phones in or out of Academy.

8- ACADEMY FEE

- 8.1 Every month 12 KD is charged from each child.
- 8.2 Fees are payable before the 5th of every month.
- 8.3 Request for the extension of date for payment of fees must be made to the principal in writing.
- 8.4 New admissions have to pay Admission fee of K.D 10/-.
- 8.5 For the holiday month/months a fee of 3KD is charged per month.

9- BUS FEE

Inside Hawally & Salmiya	10 KD
Outside Hawally, Salmiya & Khaithan	12 KD

Bus fees also should be paid before the 5th of every month.

PLEASE NOTE

1. That the fees once paid will not be refunded unless that student has attended less than 4 days.
2. That fee has to be paid even if a student attends for 4 days a month.
3. That Bus fee for that particular day will be charged even if a student has used the bus for a single day during that month.
4. That fee should be got marked in the diary when paying.
5. That extra charge will be charged for students attending classes for more than 4 days a week.

10- NOTE TO THE PARENTS

- 10.1 Islam is not only practiced during Academy hours, but is a life- long commitment.
- 10.2 The code of conduct will apply at all times and in all places.
- 10.3 You may discuss any aspect of the code of conduct with the principal.
- 10.4 All misdemeanors will be handled according to the age level and maturity of pupils.
- 10.5 Fee should be paid on time, do not wait till your child is reminded.
- 10.6 It's a must the parents should attend the parents meeting if informed.
- 10.7 If there are any complaints parents should meet the principal in Academy after academy hours not over the phone.
- 10.8 Parents are requested to use the diary to communicate or clear doubts with the teacher.
- 10.9 Parents are requested to cover and name their child's books, fill Student's Particulars in diary. Academy is not responsible for any loss of books, if the above said rule is not adhered by the parent.

10.10 A kind request to parents if there are any complaints meet and discuss with the principal directly not through others.

10.11 If any parent argues with the decision of the Academy regarding the position of your child in any events, class or fees or any other expenses charged, you are free to take your child out of the Academy.

10.12 Before enrolling your child in this institute, please study our code of conduct.

Parents are requested to drop off their children not 10 minutes earlier than class time and pick up not 10 minutes later than class dismissal time. AL FALAH ISLAMIC ACADEMY is not responsible for children before and after these times.

Please sign and return to the Academy along with a copy of your child's Civil I.D.

I _____ the parent of _____

Have ready and fully understand the Rules and Regulation of **AL FALAH ISLAMIC ACADEMY**.

I accept them and pledge to abide by them.



Run by:

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