



# Al Falah Islamic Academy

Block 2 Street 48, Hawally.

Block 12 Naser Al Badr street, Salmiya.

Block 7 street 59 Abraq Khaithan.

Block 1 street 4 Abu Halifa, Kuwait – Phone 60003878

Email: [info@alfalahq8.com](mailto:info@alfalahq8.com) Website: [www.alfalahq8.com](http://www.alfalahq8.com)

## APPLICATION FOR ADMISSION

Number: .....

### Student's Information:

1. Student's Full Name : .....
2. Date of Birth : .....
3. Nationality: .....
4. School Grade in: .....
5. Civil I.D No: .....
6. 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: ..... Land Phone: .....

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: / /

Admission fees: .....

Balance to be paid: .....

Amount Received: .....

Comments: .....

Signed Principal or Designate: .....



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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 memorizing. Anything that distracts them from this primary purpose will be regarded as "harmful".
- 1.2 Total co-operation from parents.
- 1.3 All the students are expected to memorize 2 pages per day in order to finish the Quran within 2 years. In case the child doesn't learn in the class they are expected to learn and come on the following day.
- 1.4 Every link to knowledge must be respected. Respect must be shown for Quran, Teachers and classrooms.
- 1.5 Students are not allowed to disturb other students by their behavior.
- 1.6 Parents must make their child revise daily at home.
- 1.7 Parents should daily check whether their child has given the due memorizing
- 1.8 Parents should sign the homework sheet of diary daily.

### **2-ACADEMY TIMINGS**

Sunday to Thursday : 8:00 AM - 12:30 PM

### **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 teacher in advance.

## **5- ATTENDANCE, ABSENTEEISM , LEAVE TAKING**

- 5.1 Regular attendance is demanded from every student.
- 5.2 If a learner has been absent for 1-2 days, 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 teacher.
- 5.5 Those students going on vacations should inform in writing.

## **6- UNIFORM**

Every learner is expected to arrive at Academy neatly and correctly attired. Modesty is an integral part of Islam.

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

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

## **7- CELL PHONE POLICY**

The cell phone is a necessity 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 25 KD is charged from each student.
- 8.2 Fees are payable before the 5<sup>th</sup> 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 should pay the 1<sup>st</sup> month's fees when joining.
- 8.5 For the holiday month/months a fee will be charged.
- 8.6 If a child takes holiday for a month / months other than the given holiday the child should pay the full month's fees.

## **9- BUS FEE**

Inside Abu Halifa : 8 KD

Inside Salmiya: 10 KD

Outside Abu Halifa : 10 KD

Outside Salmiya: It may vary, depending on the area.

Bus fees also should be paid before the 5<sup>th</sup> of every month.

**PLEASE NOTE**

1. An extra charge will be charged for students attending classes for more than 5 days a week or in the evening.
2. That fee should be got marked in the diary when paying.
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.

**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.
- 10.8 Parents are requested to use the diary to communicate or clear doubts with the teacher.
- 10.9 A kind request to parents if there are any complaints meet and discuss with the principal directly not through others.
- 10.10 If there is a complain about any parent talking backwards their child strictly will not be taken.
- 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, your free to take your child out of the Academy.
- 10.12 Inshallah we will be doing our maximum effort to make your child a Hafila within 2 years, but AL FALAH ISLAMIC ACADEMY is not responsible if the child doesn't finish within 2 years.
- 10.13 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.