



In the name of Allah, The Beneficent, The Merciful

MASJID BILAL CULTURAL CENTRE

Sydney, Australia

Masjid Bilal Quran Class

POLICIES/RULES/TERMS AND CONDITIONS

Your firm commitment is a pre-requisite for admission to the class

A-Admission Policy:

1. Admission will take place on a first come, first serve basis only.
2. Admission will be only offered provided; there are vacancies in the class.
3. Every student is required to submit a registration form for the school year. No registration will be carried from the previous year.
4. The student's acceptance will be based upon specific behaviour and class attendance for a specific period of time. If this is not met, the Administration reserves the right to remove the student from the class.
5. The acceptance in age for enrolment is 5 years of age until 13 years of age
6. It is the responsibility of the parents/guardians to ensure their children revise their lessons/finish homework **prior to coming to class.**
7. Parents/guardians must arrange to **drop off/pick up their child/children on time**, as the teaching staff will not supervise the students before or after class times.

B-Tuition Fees:

The following fees will be applicable:

1. Schedule of Fees (per month)
 - a. First Child \$50.00
 - b. Second Child \$40.00
 - c. Third Child \$30.00
 - d. Fourth Child \$20.00
 - e. Fifth & more – no charge
2. Tuition fees must be paid monthly no later than the 5th day of the month.
3. Student will not be allowed into the class on the 10th day, if the monthly fee has not been received.
4. Fee adjustments will not be made, for students who do not come punctually.

6 Wilson Road, Hinchinbrook NSW 2168

Contact:

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Email: admin@masjidbilal.com.au

C-Attendance:

1. The students and only one session. The class session are as follows:
 - a. Monday to Thursday - 4.00pm to 5.00pm
 - b. Monday to Thursday – 5.30pm to 6.30pm
 - c. Saturday's – 10.00am to 12.00pm

Time will change during summer months

2. It is mandatory that students attend their chosen classes regularly.
3. Parents are asked to notify the teacher of any absents due to (sickness, Dr: appointment etc...)
4. It is the responsibility of the parents that any extracurricular activity such as swimming, karate, etc... is not booked during class times, as students will not be allowed to leave until class end time.
5. Continuous absences (5 days per month) will result in the student being removed from the class.

D-Extended Absences:

1. All planned extended absences should be discussed with the teacher ahead of time.
2. Parents/Guardians are responsible to see that their children cover the missed lessons/homework.
3. Homework must be taken from the teacher prior to going on leave.

E-Punctuality:

1. The students must be in their respective classes on time.
2. Late/absences will affect students achievement and assessment
3. Continuous absences will result in the student being removed from the class.

F-Dress code: *If the proper dress code is not adhered to, the student will not be admitted into class.*

1. Boys **must** wear a prayer cap, thobe (jubbah) or long pants (below knees) and a top with no images with eyes on it.
2. Girls **must** wear headscarves and Abaayahs or loose garments. The entire body, except face and hands must be covered with loose, modest clothing. ***No tight pants/tops/jeans/short tops will be allowed***

G-Homework:

1. Consistent and unexplained failure to complete homework may result in some form of discipline.
2. Failure to bring books to class will affect the students learning and assessment.
3. The parent will be responsible to make sure their children bring their Quran and Books every day.
4. It is the responsibility of the parents to ensure their children learn/practice their lessons at home prior to coming to class.

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H-Discipline:

Any unacceptable behaviour will result in:

1. A warning from the teacher, if it is a minor issue e.g. not paying attention to the lesson, disturbing fellow class mates, talking etc...
2. A second offence or more serious offence e.g. speaking back to the teacher, usage of vulgar language or physical contact with another student will result in a letter being sent home, which will require the parents to meet with the teacher.
3. Any further offences could result in the student being expelled from the class

I-GENERAL INFORMATION AND RULES

1. Any damage to the property done by the student will be the full responsibility of the parent/guardian.
2. Parents / guardians will not be allowed to remain in the classroom area with the student while lessons are in progress.
3. Cell phones, ipods, CD/MP3 players, food, drinks, chewing gum toys or any item that distracts the lessons will not be allowed in the classrooms. Any student bringing these items will have them confiscated.
4. All medical conditions or disabilities should be clearly mentioned at the time of registration.

Acknowledgement

I father/mother of:
(Name)

1.
2.
3.
4.

acknowledge that I have read, understood and agree to the policies, procedures and the rules of the Masjid Bilal Quran Class..

Signed:
(Parent)

Date:.....

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