



POLICY AGREEMENT

Junior Shariah Course

Welcome to Daar Aisha College. We hope your experience at the College will be a fulfilling one and that your child will derive the greatest benefit in their quest for Sacred Knowledge. To ensure best outcomes for all concerned we ask that students adhere to the following terms:

ATTENDANCE

Attendance and punctuality are essential. Students are required to call the office if they will be late for class or unable to attend.

Parents must be aware that Daar Aisha College bears no responsibility for children before 5.00pm and after 7.00pm.

Students who are absent for the first two weeks of any Term and have not notified Daar Aisha Admin nor have made payment for the Term will be **automatically deregistered** at the end of the two week period. If they wish to re-register they will need to re-apply and undertake the registration process once again. The bond may be used to pay any outstanding fees.

Please note that this is an automated process, and will apply irrespective of circumstance in the event of a two week absence without notice.

PAYMENT OF FEES

Daar Aisha College is a completely independent educational institution. The fees schedule is as follows:

Registration Fee: \$30 payable upon registration; this is a non-refundable administrative fee.

Bond: A bond to the amount of 4 weeks' fees (\$80) is payable upon registration. The bond is fully refundable upon completion of the course provided all fees are up to date and 2 weeks' notice given.

Tuition Fees: Fees are due at the beginning of each term and must be paid before the start of each Term.

Students are required to pay fees on a Term by Term basis. There are only 2 modes of payment for fees:

Fees for the Term must be paid at the beginning of each Term and are non refundable and non transferable.

Term fees paid in advance: Cash, Cheque, Eftpos, Internet Banking

Instalments via Ezidebit; the Ezidebit form is available from the Administration Office.

Fees are payable for the duration of time that a student is registered at Daar Aisha College including days of absence.

In order to continue serving the community effectively, it is important for our students to be diligent and efficient in discharging their responsibilities.

DISCONTINUATION OF STUDIES

Students who wish to discontinue their studies need to complete the discontinuation form [available at the office].

Your child's discontinuation will be effective at the end of Term. In this case bond will be refunded.

Term Fees are non refundable.

Please note that the student will be considered an enrolled student at Daar Aisha College until the discontinuation form is submitted.

I have read the fees and attendance policy as outlined above and agree to its terms and conditions

Parent Signature : _____ Child's Name : _____ Date: _____