



## POLICY AGREEMENT

### English Shariah Course

Daar Aisha is dedicated to the effective transmission of Sacred Knowledge and to spreading the light and wisdom of Prophetic truth to all who seek it.

Dedication and due diligence in acquiring Sacred Knowledge has been the hallmark of true scholarship throughout the ages.

In order to achieve the greatest benefit in your quest for Sacred Knowledge, and for us to be able to fulfill the Sacred Trust (*Amanah*) that Allah Most High seeks from us, it is important for our students to adhere to the following agreement.

#### ATTENDANCE

Attendance and punctuality are vital for a student of knowledge. [Please call the administration office if you are late for class or unable to attend the class for any reason].

As a courtesy, students are not to enter the class 15 minutes after its commencement as this disrupts the lesson. They may enter when the next class begins.

Students must notify the administration office if they are going to be absent from their studies for any extended period of time due to illness or travel or any other reason.

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.

Students may choose to defer their studies but must complete their Shariah Course within five years.

#### TUITION FEES

Daar Aisha College is an independent organization. In order to continue serving the community effectively, it is essential for our students to be diligent and efficient in discharging their responsibilities.

**Registration Fee** of \$50 is a non-refundable administrative fee payable upon registration. This fee is not applicable to continuing students; however, if students discontinue their studies and re-enroll at a later date a new registration fee will apply.

Registration is a one off fee that is valid throughout a student's consecutive enrolment *or* for a single Academic Year.

**Tuition Fees** are due at the beginning of each term and must be paid before the start of each Term. Students are required to pay their fees on a Term by Term basis. There are only two modes of payment for fees:

- Term fees paid in advance: Cash, Cheque, Eftpos, Direct Deposit or Internet Banking.
- Instalments via Ezi Debit; the Ezi Debit form is available from the administration office.

**Discount:** Payment of the annual fees in full attracts a 10% discount, non-refundable and non-transferable.

**Fees during absence:** As per policy for all educational institutions; Tuition Fees are payable for the duration of time that a student is registered at Daar Aisha College including days of absence.



**Bond** to the value of four weeks' fees is payable for each course upon registration. This is fully refundable at the completion of the course or upon discontinuation of studies pending fees being up to date and two weeks notice given to the Office.

Payment of Term fees using Ezidebit carries a further independent bond of \$50. This is also fully refundable provided all fees owing have been debited.

**DISCONTINUATION OF STUDIES**

If a student wishes to discontinue or defer their studies, they must complete the discontinuation form [available at the administration office]. Submission of the form by the student is the only official confirmation of discontinuation.

Please note that the student will be considered an enrolled student at Daar Aisha College until the discontinuation form is submitted. Discontinuation will be effective as of end of Term. In this case bond will be refunded. Term fees are non refundable.

**MODEST ATTIRE**

While Hijab (head covering) is a religious requirement for Muslim Women, we recognize that not all Muslim women practice this tenet. Hijab is therefore not a mandatory prerequisite for study.

However, students attending classes at Daar Aisha College are required to adhere to the general Islamic Guidelines on modest dress at all times. Respectful attire is a means by which the Islamic Sciences are honoured. This requires clothing that is **long, loose, not transparent** and with a **high neckline**.

**CHILDREN**

As we are unable to cater to children's needs while adult classes are in progress, mothers with children need to make their own arrangements for the care of their children while they are attending class.

**NON DISTRIBUTION OF ADVERTISING MATERIAL**

Daar Aisha College is an educational institution dedicated solely to the dissemination of Sacred Knowledge and to fostering the compassionate spirit of Islam  
To this end, students are asked not to distribute any advertising material or leaflets, sell or buy material goods and not to promote factional or other group ideologies that contribute to division in the Ummah.

In order for Daar Aisha to continue serving the community, it is essential that our students are also diligent and efficient in discharging their duties and responsibilities towards this Trust that has been bestowed upon us by Allah Most High.

We ask of Allah Most High to accept our endeavor and your efforts.

*May Allah [Most High] continue to illuminate your path in your quest for Sacred Knowledge. As the Prophet [may the peace and salutations of Allah be upon him] said:*

*'If Allah decrees good for a person He allows them the opportunity to gain greater understanding of their deen [religion].'*

*'Whoever seeks a path to Sacred Knowledge Allah will ease for them a path to Jannah'*

*I .....have read the Daar Aisha Shariah College school policy as outlined above and agree to its terms and conditions*

Full Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_