



SCHOOL POLICY AGREEMENT

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, students must adhere to the following.

ATTENDANCE

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

During the course of study students may defer their studies if need be, however students must complete their studies within five years of registration.

PAYMENT OF FEES

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

Registration Fee: \$50 payable upon registration; this is a non-refundable administrative fee.

Bond: A bond to the amount of 4 weeks class fees is payable upon registration. The bond is fully refundable upon completion of the course provided all fees are up to date.

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.

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

Students are required to pay fees on a term by term basis. Fees for the term must be paid before the beginning of each term for the duration of the entire term. Term fees are non refundable.

There are only two modes of payment of fees:

1. Term fees paid in advance, cash, cheque, Eftpos
2. Installments via direct debit.

Discount: Payment of the annual fees in full attracts a 10% discount. Fees paid in this manner, however, are not refundable or transferrable.

Students who choose the second option need to complete an Ezidebit form which is available from the administration office. Please note that this option carries an additional bond as per above.

In order to continue serving the community effectively as we have done in the past, 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]. Submission of the form is the only means of confirmation of discontinuation.

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

Your discontinuation will be effective as of end of term.

Daar Aisha reserves the right to cancel a student's registration if the executive board deems it necessary.

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

Full Name: _____ Signature: _____ Date: _____

Witness Full Name _____ Witness signature _____ Date: _____