

Madina Institute of South Africa:  
7<sup>th</sup> Floor Icon Bldg., corner of Long St.  
& Hans Strijdom Ave, Cape Town, 8001  
[www.madinainstitute.org.za](http://www.madinainstitute.org.za)



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NPO No. 127 675  
Dept. of Higher Education Reg. No.  
H/PR730/#001CAN

## Application for Usul Ud Din Admission

Year for intended admission	20
Year of study	
Madina Institute Student Number (If previously registered at the Institute)	

The completed application form should be brought to the Madina Institute office, or emailed to [intensive@madinainstitute.org.za](mailto:intensive@madinainstitute.org.za). Upon submitting your application, please be sure to pay your application fee of ZAR 250 (Cash or EFT). Applications are reviewed and accepted on a rolling basis. Early application is highly recommended as space is limited.

### Requirements for Admission:

- are at least 18 years of age, mature and motivated
- are proficient in the English language
- have completed through grade 12 (matric/diploma or GED)
- have a strong aptitude for both serious study of the Islamic Sciences as well as potential to positively contribute to one's community upon completion of the program

Required Supporting Documentation	x/√/NA
Application form	
Copy of ID/Passport (certified)	
Bursary Application and supporting documentation (if applicable)	
Proof of payment of Application fee (ZAR 250)	
2 x ID photos	
Latest School reports/ Senior Certificate/ Academic Transcripts	
Referral from principle/ other references (minimum 2)	
Certificates of merit, achievement or previous qualifications	
350-500 word motivational essay/ mission statement*	
Official address declaration (Non-local students)	
Applicants under the age of 21: Certified copies of parents' or guardians' ID	
Psychological Assessment reports if applicable	
Medical reports in the event of any disability, educational special needs or health conditions that may impact attendance and performance	
<p><b>You may email all your documents (scanned PDF files, <u>not</u> JPG) to <a href="mailto:intensive@madinainstitute.org.za">Intensive@madinainstitute.org.za</a> or send by postal mail to:</b></p> <p style="text-align: center;">Madina Institute Icon House 165637 Long Street Cape Town, Western Cape, South Africa</p>	
*Font size 11, normal spacing	

<b>Personal Details</b>	
Title (Dr/ Mr/Miss/Mrs/Ms...)	
Date of Birth	
Last name/ Surname	
First name	
Preferred Name	
Previous last name (if applicable)	
Last name on National Senior Certificate	
Gender	
Home Language	
South African ID (SA citizens)	
Passport number (Foreign Students)	
Country (if you are a permanent resident in a country other than South Africa)	
<b>Your Contact Details</b>	
Home (street) Address	
Code	
Postal Address (If different from street address)	
Code	
Home Phone number (include country code)	
Mobile number	
E-mail address	

<b>Parent/ Guardian Contact Details</b>	
<i>Compulsory if you are under the age of 18 and/or applying for financial assistance</i>	
Relationship to you	
Title (Dr/ Mr/Miss/Mrs/Ms...)	
Last name/ Surname	
First name	
Preferred Name	
Home Address	

Email Address	
Home phone number	
Mobile number	
South African ID (SA citizens)	
Passport number (Foreign)	
Country (if you are a permanent resident in a country other than South Africa)	

<b>Fee Payer Details</b>	
Title (Dr/ Mr/Miss/Mrs/Ms...)	
Date of Birth	
Last name/ Surname	
First name	
Preferred Name	
Home Address	
Email Address	
Home phone number	
Mobile number	
South African ID (SA citizens)	
Passport no. and country (international)	
How will fees be paid? (EFT/Direct deposit)	
How often will fees be paid? select	Once off/ Quarterly (x4)/ Semesterly (x2)/ Monthly (x10)

**Fee Conditions:**

1. An Application Fee of ZAR 250 (non-refundable) must accompany the application form
2. A ZAR 1,000 Tuition Deposit (non-refundable) is also due *upon acceptance* to reserve your spot in the program.
3. Regarding monthly installments: Fees for the first month (January) are due by January 7<sup>th</sup>, and full fees for each following month are due on the 7<sup>th</sup> day of that month, unless a written notice of withdrawal has been given by the student, or (if a minor) by their parent or guardian, to the Institute no later than Noon on the first day of the previous term.
4. A full term fees are payable in the event of withdrawal between the date of acceptance and the beginning of the next term of the year, unless there are, in the opinion of the directors, unusual circumstances.
5. The registrar shall have the right to refuse to allow a student to attend classes for any term at the beginning of which the previous term fees have not been paid.
6. No reports and related documentation will be issued to students who have not settled their accounts with the Institute.
7. The Registrar has the right to do an assessment within 3-6 months of the new applicant in terms of his/her ability to cope with the demands of the learning process at the Institute. Should any learner, for whatever reason, be found unable to cope, then the Registrar of the Madina Institute shall, without prejudice, ask the learner to leave the Institute voluntarily.

<b>Financial Assistance</b>	
<i>Only complete should you wish to apply for financial assistance</i>	
Please attach the following documents:	<ol style="list-style-type: none"> <li>1. Payslip/ proof of pension of parents/ guardians/ spouse (not older than 3 months)</li> <li>2. Proof of any other income (grants, UIF etc.)</li> <li>3. Copy of Death Certificate if your parents are deceased</li> <li>4. Copy of Water/electricity bill</li> <li>5. Copy of Rental receipt/invoice</li> <li>6. Copy of Telephone/ Cell phone account</li> <li>7. Affidavit if you reside with an individual who is not your parent/ legal guardian/ spouse</li> <li>8. Copy of SASSA letter if anyone in your household receives a grant</li> <li>9. Any other supporting documentation</li> </ol>
List sources of household income	
Total household income	
Our household <b>monthly expenditure</b> is arrived at as follows: (incl. values)	
Food	
Rental	
Hire Purchase	
Electricity, Rate & Water	
Clothing	
Court Orders	
Subscriptions (DSTV, etc.)	
School Fees	
Other Fees	
Telephone/Cell Phone	
Other (specify).....	
Total Monthly household Income:	
I am able to pay the application fee (ZAR250)	Y/N
I am able to pay the initial deposit (ZAR1000)	Y/N
I am in the position to pay the following amount monthly (x10 payments) towards fees	
I request the balance be sourced from (circle)	Zakaah/ Lillah
<p><b>PLEASE NOTE:</b> <i>Application for financial assistance is subject to approval by the Madina Institute Board of Trustees and is dependent on the availability of funds. Applicants are strongly encouraged to approach local organizations to assist in subsidizing their tuition fees. Madina Institute does not offer accommodation sponsorship.</i></p>	

Books, travel expenses, daily transport and food etc. is the responsibility of the students.

## Secondary School-Leaving and Post-School Information

Name of Secondary School (Include latest school reports/ senior certificate)			
<i>Post-School activities (other than tertiary studies)</i>			
Description/Name		Year	
1.			
2.			
3.			
<i>Tertiary Education details (if applicable)</i>			
Institution	Year of registration	Degree/Diploma which registered for	Qualification completed (Y/N)
1.			
2.			
3.			
4.			
5.			
<i>Hifth and other Islamic Studies Information</i>			
Institution	Year of registration	Courses / Ajza' completed	Qualification completed (Y/N)
1.			
2.			
3.			
4.			
If you have NOT been in a Hifth program before, have you memorized at least 1 Juz' by yourself? (Y/N)			
How did you find out about Madina Institute?			
Where you referred by anyone? (Please include name)			

### CONDITIONS OF ACCEPTANCE:

This is to certify that shall the applicant, \_\_\_\_\_, be accepted into the Usul-ud-Din program, the fees conditions stated above, and these additional terms and conditions are expression of acceptance:

1. Enrolling for a course at the Madina Institute constitutes a binding agreement on the student to follow the course schedule as stipulated and to pay the full fee.
2. Students found to have difficulties following their courses due to inadequate language skills will be required to attend a remedial course in the English language until it is assessed that they have reached a satisfactory standard.
3. Students unable to join their course/s by the scheduled start date must inform the Madina Institute in writing at least 2 weeks prior to the start date. Any application for deferment of the

start date, which is not received within the specified time, will only be accepted at the Madina Institute's discretion.

4. Tuition fees are payable in full before students begin their studies. At the discretion of the Madina Institute, students may be allowed to pay their fee by periodic installments.
5. Tuition fees or deposits paid are not refundable. However, if a student decides to withdraw or has been refused a visa or entry to South Africa, fee after deduction of Administrative Charges will be refunded provided the following conditions have been met:
  - a. The student has informed the Madina Institute in writing about their inability to start the course/s, at least 4 weeks prior to the start date.
  - b. The Enrollment form and receipt of fees paid are returned to the Madina Institute in their original form.
6. Students who are late in starting the course will not be entitled to any refund, or reduction in tuition fees.
7. This also applies where students have been absent from class for a period of time and they may not have been attending all the subjects for which they are enrolled.
8. If a student is required by the Home Office to leave South Africa for any reason, tuition fees paid will not be refunded.
9. Important notices to the students are displayed on the main bulletin board at the Madina Institute, and it's the student's responsibility to read such notices.
10. No refund will be made should it be proved that the admission with Madina Institute was obtained by producing false or forged or non-accredited documents or by way of false or misleading information in any form. No refund will be made should it be proved that the student was refused a student visa because he/she produced a false or forged document for the visa authorities.
11. That in the event of an emergency, medical or otherwise, relating to the abovementioned learner, in which it is not reasonably possible in the opinion of the Registrar and/or any staff member duly designated by the Registrar, for effective communication to be established with a parent or guardian, he Registrar and/or staff member shall have authority, loco parentis, to make and cause and allow to be carried out any decision they consider necessary in the interest and welfare of the said learner and/or of the Institute and/or of the rest of the students.
12. That the Registrar has the right in his absolute discretion, to suspend a student from this Institute, or require his/her withdrawal for any reason considered within the best interest of the Institute. Should the student (if they are a minor) be asked to leave the Institute, the parent or guardian or other account financier shall remain liable for the fees due for the full term during which the student was removed, and if such fees have been paid, the Institute shall not be obliged to refund any portion thereof.
13. That any student found in the possession or and/or using or found to be responsible for carrying into the Institute habit forming drugs, alcohol, cigarettes and undesirable literature, will face expulsion from the Institute; as also will any student who absents his/herself from the Institute without permission. (The full Academic and Conduct Policies are available the Madina Institute website for review.)
14. The Institute is not liable for any loss or damage however caused, to any property belonging to a student or any member who is or may be deemed to be in custody of the Institute.
15. The Institute's rules and regulations (Code of Conduct) are amended from time to time and shall be binding and observed by the student and also by the parent or guardian, insofar as they may concern them.
16. All details in the Prospectus and accompanying documents are correct at the time of printing. The Madina Institute reserves the right to make changes to the structure and content of course(s), including cancellation if deemed necessary.

17. If these application forms are signed on behalf of the student by his/her guardian, sponsor or representative, these conditions still apply.
18. Anyone breaking the law, violating Madina Institute rules and discipline is liable to a penalty or sanction as determined by the Registrar in his/her sole discretion.

**The signatures imply that the signatories have read and agreed to the fee policies and conditions, the additional terms and conditions of acceptance stated above.**

**DECLARATION:**

I certify that I have completely read and understood the details I have provided and any other supporting papers are true and accurate. I understand that the information on this form is confidential, but may be passed to official government bodies to assist them in their duties if requested.

I further declare that I have read the terms and conditions of acceptance and will abide by it.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Mother/Father/Spouse/Guardian: \_\_\_\_\_

Mother/Father/Spouse/Guardian: \_\_\_\_\_

Fee Payer: \_\_\_\_\_

Date: \_\_\_\_\_

OFFICE USE ONLY	
APPLICATION STATUS	
STUDENT NUMBER	
MADINA REPRESENTATIVE	