



madina INSTITUTE

ISLAMIC STUDIES
PROGRAM
SOUTH AFRICA

**STUDENT
APPLICATION FORM**



FORM 1A	APPLICATION PERSONAL DETAILS																							
Title:	<input type="text"/>																							
Surname:	<input type="text"/>																							
First Name:	<input type="text"/>																							
Date of Birth:	<input type="text"/>																							
Maiden Surname:	<input type="text"/>																							
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Gender: (Tick)</td> <td style="width: 15%;">FEMALE</td> <td style="width: 15%;">MALE</td> <td style="width: 15%;">Home Language:</td> <td colspan="4"><input type="text"/></td> </tr> <tr> <td>Are you a South African Citizen? (Tick)</td> <td>YES</td> <td>NO</td> <td colspan="4"></td> </tr> <tr> <td>Are you a South African Permanent Resident? (Tick)</td> <td>YES</td> <td>NO</td> <td colspan="4"></td> </tr> </table>			Gender: (Tick)	FEMALE	MALE	Home Language:	<input type="text"/>				Are you a South African Citizen? (Tick)	YES	NO					Are you a South African Permanent Resident? (Tick)	YES	NO				
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Are you a South African Citizen? (Tick)	YES	NO																						
Are you a South African Permanent Resident? (Tick)	YES	NO																						
South Africa ID Number																								
If you are not a Citizen or Permanent Resident, please complete below																								
Country of residents:																								
Passport Number																								
FOR ADMIN ONLY																								
STUDENT NUMBER:																								
DATE RECEIVED:																								
DATE PROCESSED:																								

FORM 1B	APPLICANT CONTACT DETAILS	
Home address (Street)	Postal Address (if different to Street Address)	
<input type="text"/>	<input type="text"/>	
Postal/Zip code	Postal/Zip Code	
<input type="text"/>	<input type="text"/>	
Country Code:	Country Code	
<input type="text"/>	<input type="text"/>	
Area Code:	Area Code	
<input type="text"/>	<input type="text"/>	
Tel Number	Mobile Number	
<input type="text"/>	<input type="text"/>	
Email Address:		
<input type="text"/>		

FORM 1C	PARENT/SPOUSE/GUARDIAN DETAILS							
Title	<input style="width: 100%;" type="text"/>							
Surname:	<input style="width: 100%;" type="text"/>							
Name	<input style="width: 100%;" type="text"/>							
Relationship	<input style="width: 100%;" type="text"/>							
Passport Or ID Number	<input style="width: 100%;" type="text"/>							
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> Home address (Street) <input style="width: 100%; height: 40px;" type="text"/> Postal/Zip code <input style="width: 200px;" type="text"/> </td> <td style="width: 50%; vertical-align: top;"> Postal Address (if different to Street Address) <input style="width: 100%; height: 40px;" type="text"/> Postal/Zip Code <input style="width: 200px;" type="text"/> </td> </tr> <tr> <td style="vertical-align: top;"> Country Code: <input style="width: 100%;" type="text"/> Area Code: <input style="width: 100%;" type="text"/> Tel Number <input style="width: 100%;" type="text"/> </td> <td style="vertical-align: top;"> Country Code <input style="width: 100%;" type="text"/> Area Code <input style="width: 100%;" type="text"/> Mobile Number <input style="width: 100%;" type="text"/> </td> </tr> <tr> <td colspan="2" style="vertical-align: top;"> Email Address: <input style="width: 100%;" type="text"/> </td> </tr> </table>			Home address (Street) <input style="width: 100%; height: 40px;" type="text"/> Postal/Zip code <input style="width: 200px;" type="text"/>	Postal Address (if different to Street Address) <input style="width: 100%; height: 40px;" type="text"/> Postal/Zip Code <input style="width: 200px;" type="text"/>	Country Code: <input style="width: 100%;" type="text"/> Area Code: <input style="width: 100%;" type="text"/> Tel Number <input style="width: 100%;" type="text"/>	Country Code <input style="width: 100%;" type="text"/> Area Code <input style="width: 100%;" type="text"/> Mobile Number <input style="width: 100%;" type="text"/>	Email Address: <input style="width: 100%;" type="text"/>	
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Email Address: <input style="width: 100%;" type="text"/>								
<p>NOTE:</p> <ul style="list-style-type: none"> - This information will be used as a reference for Next of Kin 								

FORM 2	STUDY PROGRAMME APPLYING FOR:				
In which year do you want to commence your studies?					
	2	0	Y	Y	
Bachelor of Arts in Islamic Studies (Usul al Din) **				YES	NO
Academic year	1 st	2 nd	3 rd		
NOTE: an applicant who wishes to apply to study the 2nd or 3rd year must please submit all qualifications from your previous Institute of learning. You may be required to submit subject records where applicable/requested.					
Usul al Din – 1 year Intensive				YES	NO
NOTE: Students may have to be interview by Madina Institute lecturers prior to acceptance					
IMPORTANCE NOTICE					
**Madina Institute NPC is a private higher education institution that is fully accredited by the Council of Higher Education (CHE) and the South African Qualification Authority (SAQA) and is provisionally registered with the Department of Higher Education and Training until 31 December 2021 as a private higher education institution under the Act. Registration certificate No.2018/HE08/00					

FORM 3A **Current Matric Student School details**

Applicant to complete this section if you are writing a school-leaving examination in the year of application. Please provide details as required below.

School Name	<input type="text"/>
Exam Number	<input type="text"/> If known by applicant
School Code	<input type="text"/> To be completed by Admin

School Address

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Postal/Zip code

School Subject written in final exam

SUBJECT	Result		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

ADMINISTRATION ONLY: (based on final results)

Pass Matric	<input type="text"/>	<input type="text"/>
Bachelors /Exemption	<input type="text"/>	<input type="text"/>
Without Bachelors / Exemption	<input type="text"/>	<input type="text"/>

FORM 4A	FINANCIAL ASSISTANCE								
<p>Are you:</p> <p>1. Applying for financial assistance for your studies with Madina Institute?</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tr style="background-color: #cccccc;"> <td style="width: 50%; text-align: center;">YES</td> <td style="width: 50%; text-align: center;">NO</td> </tr> <tr> <td style="text-align: center;">Kindly complete 4B & 4C</td> <td style="text-align: center;">Kindly complete 4B only</td> </tr> </table> <p>2. Are you under the age of 18 at the time of application?</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tr style="background-color: #cccccc;"> <td style="width: 50%; text-align: center;">YES</td> <td style="width: 50%; text-align: center;">NO</td> </tr> <tr> <td style="text-align: center;">Kindly complete 4B & 4C</td> <td style="text-align: center;">Kindly complete 4B only</td> </tr> </table>		YES	NO	Kindly complete 4B & 4C	Kindly complete 4B only	YES	NO	Kindly complete 4B & 4C	Kindly complete 4B only
YES	NO								
Kindly complete 4B & 4C	Kindly complete 4B only								
YES	NO								
Kindly complete 4B & 4C	Kindly complete 4B only								

FORM 4B	FEE PAYERS INFORMATION						
Title:	<input style="width: 100%;" type="text"/>						
Surname:	<input style="width: 100%;" type="text"/>						
Name	<input style="width: 100%;" type="text"/>						
Relationship	<input style="width: 100%;" type="text"/>						
Passport or ID Number	<input style="width: 100%;" type="text"/>						
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Email Address: <input style="width: 100%;" type="text"/>							

FORM 4C		SUPPORTING FINANCIAL DETAILS																																			
List Sources of Income	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; text-align: center;">1</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td style="text-align: center;">2</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td style="text-align: center;">3</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	1												2												3											
1																																					
2																																					
3																																					
Total household INCOME	ZAR <input style="width: 80%;" type="text" value="."/>																																				
EXPENSES	ZAR <input style="width: 80%;" type="text" value="."/>																																				
Total Monthly Expenses is broken down into the following categories (Rand Value)																																					
Food	<input style="width: 100%;" type="text"/>																																				
Rental	<input style="width: 100%;" type="text"/>																																				
Hire Purchase	<input style="width: 100%;" type="text"/>																																				
Electricity, Water & Rates	<input style="width: 100%;" type="text"/>																																				
Clothing	<input style="width: 100%;" type="text"/>																																				
Court Orders	<input style="width: 100%;" type="text"/>																																				
Subscriptions (DSTV,etc)	<input style="width: 100%;" type="text"/>																																				
School Fees	<input style="width: 100%;" type="text"/>																																				
Telephone/Cell Phone	<input style="width: 100%;" type="text"/>																																				
Other (specify)	<input style="width: 100%;" type="text"/>																																				
Other (specify)	<input style="width: 100%;" type="text"/>																																				
I am able to pay the application fee of ZAR250.00	<input type="checkbox"/> Yes <input type="checkbox"/> No																																				
I am able to pay the initial deposit of ZAR1000.00	<input type="checkbox"/> Yes <input type="checkbox"/> No																																				
I am in a position to pay the following monthly amount (10 monthly Payments) toward the fees	ZAR <input style="width: 50%;" type="text" value=""/> .00 Per Month																																				
I request the balance be sourced from:	<input type="checkbox"/> Zakah <input type="checkbox"/> Lillah <input type="checkbox"/> Circle Choice																																				



FORM S1	MADINA INTENSIVE APPLICATION (Only)
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If you are applying for the 1 Year Intensive course, please complete the following :

HIFZ School / ISLAMIC Studies

Institution Name

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Course Completed

AJAZA Memorised

Enter number of ajaza memorised

Date Completed

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

ADMINISTRATION ONLY: (based on final results)

Interviewed by

Dated Interviewed

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Recommendation

ADMISSIONS RULES

Please read the below information carefully:

CONDITIONS OF ACCEPTANCE:

This is to certify that shall the applicant _____

be accepted into the Madina Institute programmes, the fees conditions stated below, 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. The Applicant confirms that all information recorded on this application is correct and accurate. Any deviation discovered may constitute this application invalid.
3. Madina Institute cannot take responsibility for students found to have difficulties following their courses due to inadequate language skills. Students are expected to be able to read, write and speak English fluently.
4. 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.
5. Students may only apply for withdrawal from the Medina Institute within four weeks from the commencement of the course applied for
6. 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 instalments by prior arrangements.
7. 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 Enrolment form and receipt of fees paid are returned to the Madina Institute in their original form.
8. If a student is required by the Home Affairs Office to leave South Africa for any reason, tuition fees paid will not be refunded.
9. Students who are late in starting the course will not be entitled to any refund, or reduction in tuition fees.

Madina Institute

7th Floor, Icon Building, Corner Long Street & Hans Strijdom Avenue, Cape Town, South Africa,8000

10. 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.
11. Foreign students (Non-South African ID holders) are required to leave their passports in the care of the Madina Institute for the duration of the studies at the institute
12. 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.
13. No refund will be made should it be proved that the admission with Madina Institute was obtained by producing false or forged or non-certified documents or by way of false or misleading information in any form.
14. 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.
15. 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, the 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.
16. That the Registrar has the right in her/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.
17. That any student found in the possession or and/or using or found to be responsible for carrying into the Institute habit forming intoxicants 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.)
18. 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.
19. 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 by the parent or guardian, insofar as they may concern them.
20. 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.

21. If these application forms are _____ signed on behalf of the student by his/her guardian, sponsor or representative, these conditions still apply.
22. 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.
23. Students are required to dress in a clean, neat & modest manner which complies with the Shari'a and is befitting of the dignity & integrity of a Muslim and a STUDENT OF KNOWLEDGE. (Please refer to student handbook)

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: _____

Print Name: _____

Father / Mother / Spouse / Guardian: _____ Date: _____

Fee Payer: _____ Date: _____

Banking Details:

Account Name:	Bank	Account Type	Account Number	Branch Code
Madina Institute NPC	ABSA	Current Account	40 9257 0277	63 20 05

Madina Institute

7th Floor, Icon Building, Corner Long Street & Hans Strijdom Avenue, Cape Town, South Africa, 8000

APPLICATION CHECKLIST

APPLICANT

- Complete Application page 1 - 9
- Certified** Copy of ID Document, valid passport (if foreign Student)
- Certified** Proof of residential address Less than 3 months old
- Most recent school Report (if in Matric – Grade 11 report otherwise your most recent School finishing report)

If applicant is under 18, the following will be required from the Parent/Spouse/Guardian

- Certified** Copy of ID Document, valid passport (if foreign Student) of person responsible for payment
- Most recent copies of payslips for the household (Bursary applicants ONLY)

