



ISLAMIC STUDIES
PROGRAM
SOUTH AFRICA

**STUDENT
APPLICATION FORM**

Event Code

Madina Institute

7th Floor, Icon Building, Corner Long Street & Hans Strijdom Avenue, Cape Town, South Africa, 8000
Filename: MI Application Form v6.docx

FORM 1A	APPLICATION PERSONAL DETAILS																									
Title:	<input style="width: 100%;" type="text"/>																									
Surname:	<input style="width: 100%;" type="text"/>																									
First Name:	<input style="width: 100%;" type="text"/>																									
Known As:	<input style="width: 100%;" type="text"/>																									
Date of Birth: Maiden Surname:	<input style="width: 100%;" 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="5" style="width: 35%;"><input style="width: 100%;" type="text"/></td> </tr> <tr> <td>Are you a South African Citizen? (Tick)</td> <td>YES</td> <td>NO</td> <td colspan="5"></td> </tr> <tr> <td>Are you a South African Permanent Resident?(Tick)</td> <td>YES</td> <td>NO</td> <td colspan="5"></td> </tr> </table>		Gender: (Tick)	FEMALE	MALE	Home Language:	<input style="width: 100%;" type="text"/>					Are you a South African Citizen? (Tick)	YES	NO						Are you a South African Permanent Resident?(Tick)	YES	NO					
Gender: (Tick)	FEMALE	MALE	Home Language:	<input style="width: 100%;" type="text"/>																						
Are you a South African Citizen? (Tick)	YES	NO																								
Are you a South African Permanent Resident?(Tick)	YES	NO																								
South Africa ID Number <input style="width: 100%;" type="text"/>																										
If you are not a Citizen or Permanent Resident, please complete below																										
Country of residence: <input style="width: 100%;" type="text"/>																										
Passport Number*** <input style="width: 100%;" type="text"/>																										
<small>*** Please note that all Foreign students will be required to apply for a study Visa in their country of residence</small>																										
FOR ADMIN ONLY																										
APPLICATION NUMBER: <input style="width: 100%;" type="text"/>																										
DATE RECEIVED: <input style="width: 100%;" type="text"/>																										

FORM 1B	APPLICANT CONTACT DETAILS
Home address (Street) <input style="width: 100%; height: 30px;" type="text"/> <input style="width: 100%; height: 30px;" type="text"/> <input style="width: 100%; height: 30px;" type="text"/> Postal/Zip code <input style="width: 50%;" type="text"/>	Postal Address (if different to Street Address) <input style="width: 100%; height: 30px;" type="text"/> <input style="width: 100%; height: 30px;" type="text"/> <input style="width: 100%; height: 30px;" type="text"/> Postal/Zip Code <input style="width: 50%;" type="text"/>
Country Code: <input style="width: 50%;" type="text"/>	
Tel Number	<input style="width: 100%;" type="text"/>
Mobile Number	<input style="width: 100%;" type="text"/>
Email Address:	<input style="width: 100%;" type="text"/>
Alternate Address:	<input style="width: 100%;" type="text"/>

FORM 1C		PARENT/SPOUSE/GUARDIAN DETAILS	
Title	<input type="text"/>		
Surname:	<input type="text"/>		
Name	<input type="text"/>		
Relationship	<input type="text"/>		
Passport Or ID Number	<input type="text"/>		
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:	<input type="text"/>		
Tel Number	<input type="text"/>		
Mobile Number	<input type="text"/>		
Email Address:	<input type="text"/>		
Alternate Address:	<input type="text"/>		

FORM 2		STUDY PROGRAMME APPLYING FOR: (CHOOSE ONE)	
In which year do you want to commence your studies?		2	0 Y Y
TICK	Bachelor of Arts in Islamic Studies (Usul al Din)**	1 st	2 nd 3 rd
NOTE: An applicant who wishes to apply to study the 2nd or 3rd year must please submit <u>additional</u> qualifications from all previous Institutes of Learning to support the application.			
TICK	Usul al Din – 1 year Intensive		
IMPORTANCE NOTICE			
** Madina Institute NPC is a private higher education institution that is fully accredited by the Council on 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/HE08/001			

FORM 3A **APPLICANT CURRENT STUDY DETAILS**

School Name																
Exam Number											If known by applicant					
School Code											To be completed by Admin					
Exam Year	Y	Y	Y	Y												

School Address

Postal/Zip code

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

School Subject written in final exam

SUBJECT	Result

FOREIGN STUDENTS (ONLY)

Student Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Year of Study

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

School leaving qualification

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Returning Students (Alumni)

Student Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Year of Study

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

Prior tertiary qualification: (please list all institutes registered at – if applicable)

Highest Qualification Achieved

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Year	Institute	Institute Code	Diploma/Degree Name	Done	
				Y	N
				Y	N
				Y	N
				Y	N
				Y	N
				Y	N
				Y	N
				Y	N
				Y	N
				Y	N

ADMINISTRATION ONLY: (based on final results)

Pass Matric

Y	N
---	---

 Bachelors / Exemption

Y	N
---	---

FORM 4A **DETAILS OF PERSON RESPONSIBLE FOR PAYING THE FEES (MANDATORY)**

Title:	<input type="text"/>
Surname:	<input type="text"/>
Name	<input type="text"/>
Relationship	<input type="text"/>
Passport or ID Number	<input type="text"/>

Home address (Street)	<input type="text"/>	Postal Address (if different to Street Address)	<input type="text"/>
Postal/Zip code	<input type="text"/>	Postal/Zip Code	<input type="text"/>
Country Code:	<input type="text"/>		
Tel Number	<input type="text"/>		
Mobile Number	<input type="text"/>		
Email Address:	<input type="text"/>		

COMPULSORY PAYMENTS

APPLICATION FEE	R250.00 (Two Hundred and Fifty Rands) payable with application
REGISTRATION FEE	R1000.00 (One Thousand Rands) -

FEES PAYMENTS AGREEMENT

A Discount of 10% when paying the full course fees will be granted if settled before 31 March.

Payment Plan:- I would like my payment for the course to be split as follows : (max 10 Months)	Number of Months	Value per Month
--	------------------	-----------------

If you require a bursary, PLEASE
COMPLETE FORM 4B BELOW.

BURSARY APPLICATION PROCESS		
FORM 4B	SUPPORTING FINANCIAL DETAILS	
List Sources of Income (e.g. Salary, etc)	1	
	2	
	3	
	4	
Total household INCOME	ZAR	_____ .
EXPENSES	ZAR	_____ .
Total Monthly Expenses is broken down into the following categories (Rand Value)		
Food		
Rental		
Hire Purchase		
Electricity, Water & Rates		
Clothing		
Court Orders		
Subscriptions (DSTV,etc)		
School Fees		
Telephone/Cell Phone		
Other (specify)		
Other (specify)		
CONTRIBUTION TOWARDS STUDY FEES (In case full bursary is not approved)		
I can afford to pay the following amount toward the fees:	ZAR	_____ .00
A Discount of 5% when paying the portion of the course fees will be granted if settled before 31 March.		
I would like my payment to be split as follows : (max 10 Months)	Number of Months	Value per Month

FORM S1 PROFICIENCY REQUIREMENTS

ISLAMIC Studies

Institution Name																				
Course Completed																				
AJAZA Memorised	Enter number of ajaza memorised																			
YEAR Completed	Y	Y	Y	Y																

ARABIC Reading Proficiency

	Rate your level of proficiency (Tick one):				
Quraan Recitation:	None	Beginner	Intermediate	Advance	Superior
Arabic Text:	None	Beginner	Intermediate	Advance	Superior

FORM S2 TESTIMONIALS

Extracurricular Activity & Community Service

List any Extracurricular activities that you have been involved in:	

List any Community Service activities that you have been involved in:	

PLEASE ATTACH ANY RELEVANT DOCUMENTATION to your application

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 Madina 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 installments 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, a 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. Students who are late in starting the course will not be entitled to any refund, or reduction in tuition fees.
9. If a student is required by the Home Affairs Office to leave South Africa for any reason, tuition fees paid will not be refunded.
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.

Madina Institute

7th Floor, Icon Building, Corner Long Street & Hans Strijdom Avenue, Cape Town, South Africa,8000
Filename: MI Application Form v6.docx

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 the guardian, sponsor or representative signs these application forms on behalf of the student, 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

APPLICATION CHECKLIST

APPLICANT

Madina Institute

7th Floor, Icon Building, Corner Long Street & Hans Strijdom Avenue, Cape Town, South Africa,8000
Filename: MI Application Form v6.docx

- 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))

For further assistance / enquiries contact us on: -

- applications@madinainstitute.ac.za
- office : +27 (0)21 421-9027/8



- **Fb and instagram**
- @madinasouthafrica
- **Twitter**
- @MadinaInstZA

