

## 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.

### **Madina Institute**

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

- 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.
  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: \_\_\_\_\_

**Madina Institute**

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