



Hijaz College
 Jamia Islamia Study Centre
 Watling Street, Nuneaton, England, CV11 6BE
 Tel: 02476 641333 Fax: 02476 353345
 www.hijaz.biz



Student Application Form

A Personal Details of Applicant

Surname..... First Names.....

Preferred Name..... Date of Birth..... Age.....

Proposed Class of Entry..... Country of Birth..... Nationality.....

Year of Entry into UK (if not British National)..... Visa Type (if applicable).....

Address.....

..... Post Code

Home Telephone No..... Mobile No (if appropriate).....

B Details of Previous School

Please provide details of all schools attended from the age of ten years, starting with the most recent school attended:

Name school / college.....

Address

Post Code..... Dates attended: From..... To.....

Type of School (circle as appropriate) Religious / Primary / Comprehensive / Grammar / Private / Boarding

Name school / college.....

Address

Post Code..... Dates attended: From..... To.....

Type of School (circle as appropriate) Religious / Primary / Comprehensive / Grammar / Private / Boarding

Name school / college.....

Address

Post Code..... Dates attended: From..... To.....

Type of School (circle as appropriate) Religious / Primary / Comprehensive / Grammar / Private / Boarding

(Please continue overleaf if necessary)

C Parent / Guardian Details

Name of Father.....

Date of Birth..... Country of Birth..... Nationality.....

Year of Entry into UK (if not British National)..... Visa Type (if applicable).....

Address (if different to section A).....

Post Code.....

Contact No..... NI & Passport No.....

Email..... Occupation.....

Name of Employer.....

Address.....

Post Code.....

Telephone No..... Ext..... Fax.....

Name of Mother.....

Date of Birth..... Country of Birth..... Nationality.....

Year of Entry into UK (if not British National)..... Visa Type (if applicable).....

Address (if different to section A).....

Post Code.....

Contact No..... NI & Passport No.....

Email..... Occupation.....

Name of Employer.....

Address.....

Post Code.....

Telephone No..... Ext..... Fax.....

Applicant lives with (circle as appropriate): Mother / Father / Both / Other.....

Please circle as appropriate:

Father Deceased / Mother Deceased / Parents Divorced

Parents Separated / Father Remarried / Mother Remarried

If parents are divorced/separated, who has legal custody of the applicant.....

For non U.K. resident students – Please provide details of Legal Guardian in the UK below:

Name..... Address.....

Post Code.....

Telephone No..... Mobile No.....

D Academic Background

Does your child have any learning difficulties or special needs?

Dyslexia? Yes / No

Hard of hearing? Yes / No

Behavioural problems? Yes / No

Learning Difficulties? Yes / No

Special Needs Child? Yes / No

Hyperactive? Yes / No

If Yes, please specify and enclose any reports that you may have relating to this:

.....

.....

Please list qualifications obtained (or exams being taken) and attach all relevant documents or additional sheets as required.

Qualifications Obtained / GCSEs being taken / A levels being taken	Grades	Date

E Islamic Knowledge

Please note that this information is only required to determine his religious grouping at Hijaz and any additional lessons that may be required. This data is not used solely to determine acceptance.

Can he read the Qur'an?	Yes / No
How many Surahs does he know by heart?	If Yes, please circle as appropriate: Extremely Well Average Poor
How many Juz (<i>paras</i>) does he know by heart?	
Does he pray Jumma regularly?	Yes / No
On average, how many prayers does he pray per day?	

Please state why you wish to send your son to Hijaz College.....

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.....

.....

F Personal Information

Please note that we need accurate information in order to assess and consider all applications fairly.

		<u>If 'Yes' please provide details</u>
Has he ever received any merits or awards at school	Yes / No	
Has he ever been in trouble with the police?	Yes / No	
Has he ever been suspended from school?	Yes / No	
Has he ever been expelled from school?	Yes / No	
Has he got a criminal record?	Yes / No	
Is he on or has he ever been on probation?	Yes / No	
Does he smoke?	Yes / No	
Has he ever been involved with or takes drugs?	Yes / No	
Is he academically behind for his age	Yes / No	
What is the most serious incident he has been involved with in or outside school?		
Has he ever been involved in any serious accidents resulting in head injuries or injuries to other body organs?	Yes / No	

G Medical Information

Does the applicant suffer from any disease or disablement or does he have any physical disability? If Yes, please specify	Yes / No	
Is the applicant taking regular medication or receiving medical attention? If Yes, please specify	Yes / No	
Does the applicant or any family member suffer from the following? (Circle as appropriate)	Diabetes High Cholesterol Emphysema Heart Disease/Angina Hypertension (HBP) Stroke/TIA (Mild Stroke)	Epilepsy Cancer Asthma Hearing problem Sight difficulties Any other problems
If Yes to any of the above, please provide details here or on a separate sheet.	Yes / No	

(Medical information continued)

Does the applicant suffer from any allergies? If Yes, please state what they are.	Yes / No
Does the applicant have any bed wetting issues (either now or in the past)? If Yes, please specify	Yes / No
Are there any other medical issues or concerns that you wish to make us aware of? If Yes, please specify.	Yes / No

H Declaration

I hereby make a formal application to have the above named student considered to be accepted at Hijaz College. If he is accepted, both he and I agree to comply with school policies and procedures. I also declare that the information provided on this form is truthful, accurate and complete.

Signed..... Date.....

Name of Signatory..... Relationship to applicant.....

Please note that Hijaz College reserves the right to refuse applications and withdraw students at any time if the information provided is found to be inaccurate or the terms and conditions are not met.

This is an Agreement dated the _____ day of _____ 20____

BETWEEN:

HIJAZ COLLEGE, (Charity Number 517456) of Watling Street, Higham Grange, Nuneaton, CV11 6BE (hereinafter referred to as 'the College')

AND

_____ of _____

(hereinafter referred to as the 'parent')

(each a "Party" and together, "the Parties")

RECITALS

- (A) The College is a private Islamic educational establishment that provides both Islamic and secular education to Pupils as well as an environment whereby the Pupil can acquire moral and spiritual development;
- (B) The Parent desires for his son to attend the College in order to gain an Islamic and secular education and the Parent appreciates and acknowledges that success of the Pupil will be based on the Parent working together with the Pupil and the College in a spirit of co-operation and understanding.

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual promises contained herein, the Parties agree as follows:

IT IS HEREBY AGREED as follows:

1. Interpretation

- 1.1. "Accommodation Area" means a single bed in a shared room with separate communal bathing and w/c facilities;
- 1.2. "Agreement" means this Agreement;
- 1.3. "Chief Executive" means the person managing and overseeing all the affairs of the College;
- 1.4. "House Master" means the person in charge of supervising the Pupil's after 7p.m.;
- 1.5. "Pupil" means the son of a Parent who attends the College for his religious and secular education;
- 1.6. "Parent" means any person(s) who have signed this Agreement and therefore accepted responsibility and liability of the Pupil for the purposes of this Agreement;
- 1.7. "Uniform" means white jubba, white pyjama, white hat and black shoes.

2. Obligations of the College

- 2.1. The College will provide modern education in accordance with the national curriculum and the Pupil's age and Islamic education based upon the Pupil's ability and commitment having assessed the Pupil.
- 2.2. The College will take all reasonable steps to deliver its courses and services as set out in the College's prospectus, the College's website or in any other medium providing such information.
- 2.3. However, the College reserves the right to make variations to the content or method of delivery of courses, to cease applications to courses, to discontinue courses, merge or combine courses or alter the provision of other services if such action is considered to be necessary by the College. In this event, the College will take all reasonable steps to provide a suitable alternative but will not be held liable if no suitable alternative is found.
- 2.4. The College shall also have the right to suspend or cancel the whole or part of a course without incurring any liability where such suspension or cancellation is due to circumstances beyond its control including, but not limiting to, insufficient number of Pupils to study the course or the sickness/illness of teaching staff.

3. Obligations of the Parent

- 3.1. It is for the Parent to ensure that the Pupil has six pairs of the prescribed Uniform and sufficient items of bedding, toiletries and stationary to last the duration of the College term. If the Pupil is to get his Uniform cleaned outside of the College, then he must have **eight pairs** of the prescribed Uniform.
- 3.2. The Parent must immediately inform the College if the Parent either suspects or is aware that the Pupil has any medical condition, health problem, disability, allergy, learning difficulty or any other matter that may affect the health, safety or security of the Pupil or of the other students and staff at the College.
- 3.3. For the purposes of this Agreement, if there is more than one Parent, then both Parents will be individually and jointly liable.

THE PARENT WILL ENSURE THAT THE FOLLOWING OBLIGATIONS OF THE PUPIL WILL BE FULLFILLED BY THE PUPIL AND THE PARENT WILL BE RESPONSIBLE AND LIABLE EITHER JOINTLY OR INDIVIDUALLY IF THE PUPIL FAILS TO ADHERE TO THE OBLIGATIONS HEREIN.

- 3.4. The Pupil's application will be accepted by the College on the strict understanding that progression through the course is conditional upon satisfactory attendance and the completion of all College work. In addition to passing College examinations, due consideration will be given to the following factors ("Character Assessment"):
 - 3.4.1. The character and attitude of the Pupil
 - 3.4.2. The behaviour/conduct of the Pupil
 - 3.4.3. The taqwa of the Pupil
 - 3.4.4. The attendance of the Pupil throughout his course
- 3.5. It is for the Chief Executive to assess, determine and provide a mark for Character Assessment and his decision shall be final.

- 3.6. Pupils are required:
- 3.6.1. To comply with the College code of conduct and all reasonable requests of the College staff;
 - 3.6.2. To take full part in the activities of the College; to attend classes punctually and to ensure that the prescribed Uniform is worn at all material times;
 - 3.6.3. To observe good conduct at all times and behave in a manner which causes no disturbance, inconvenience, nuisance, annoyance, injury or damage to persons, in particular, to the property of the College, its staff, other Pupils and visitors or do any act that would otherwise compromise the standing or reputation of the College.
- 3.7. No smoking, use of drugs, inflammable items or like substance, blades, knives or any other sharp object are permitted on College premises. Further, no act of bullying, theft, vandalism, or any other act which the College finds inappropriate or unacceptable will be tolerated by the College. If the College deems that the Pupil has performed any such act or is in any way connected with any such act, then the College reserves the right to implement any of the disciplinary measures set out in clause 5.1.
- 3.8. The Pupil is to leave no item(s) (personal or otherwise) in any area of the College save for his Accommodation Area. The College reserves the right to remove, without notice, and subsequently dispose of any such item(s) found in a location other than the Pupil's Accommodation Area. The College accepts no liability for damage to, or loss of, any such item irrespective of how that damage or loss occurred.
- 3.9. The Pupil shall adhere to the requirements and standards set out in this Agreement including, without limit, the requirements and standards relating to conduct, uniform and class attendance. The College reserves the right to implement any of the disciplinary measures set out in Clause 5.1 should the College deem that the Pupil has failed to meet any of the requirements or standards.
- 3.10. Save for the common parts of the main building, the mosque, D-Block and the Mausoleum, the Pupil is not permitted to enter any part of the College premises in particular, the staff accommodation area, the kitchen, the sick bay, the pond, rear grounds of the College and the building known as the 'Blessed Seat'.
- 3.11. Pupil's who are aged 18 and over may temporarily leave the College premises providing they have prior permission from the House Master AND log the time of departure, the names of person(s) travelling, reason for departure, and time of arrival in the 'movement diary' situated in the College reception.
- 3.12. Pupils who are not nationals of the United Kingdom, must, if their application is successful, provide details of two next of kin residing in the UK. For the purposes of this Agreement, the persons identified as the next of kin shall be interpreted as the Parent of the Pupil and shall bear responsibility and liability jointly or individually.
- 3.13. The Pupil is only permitted to make use of his mobile phone every Sunday from 1:00 p.m. to 11 p.m. or as otherwise agreed by the House Master. The College reserves the right to confiscate the Pupil's mobile phone should it be found on his person outside of this time. The College accepts no liability for any loss or damage caused to the Pupil's mobile phone even if it is in the possession of the College.
- 3.14. I-pod, mp3 players, personal laptops, PSPs, Nintendo DSIs, or any other hand held device or any other item(s) are to be handed into the College reception. The Pupil is only permitted to make use of any such item on the weekends after classes have finished. Any such device found on the Pupil or in the Accommodation Area outside of this time will result in that device being confiscated and the College reserves the right to implement any of the disciplinary measures set out in Clause 5.1.

3.15. Pupils are responsible for the security and safe use of all personal property and are responsible for ensuring that all such property is clearly marked with the owner's name. Pupils are responsible for the safe condition and use of all personal property which they bring onto College premises. The College bears no responsibility or liability for any loss or damage, howsoever caused, to the Pupil's personal (or other) property.

4. Holidays

4.1. It is for the Parent (not the Pupil) to make the necessary arrangements or collect the Pupil from the College when the College is closed for holidays. The Parent must inform the College, 24 hours prior to any such holiday, of the arrangements being made to collect the Pupil. The College bears no responsibility or liability for the duration of the holidays unless the Pupil is to stay on College premises for the duration of the holidays and has received prior written authorisation from the College. The College reserves the right to charge the Pupil or the Parent for the Pupil's stay at the College during the holiday period.

4.2. The Parent is not permitted to take the Pupil, nor is the Pupil permitted to leave the College prior to any College holidays unless the Parent (not the Pupil) has prior written authorisation from the Chief Executive. Further, the Parent must ensure the safe return of the Pupil at the end of each holiday and a daily penalty of £5 will be incurred if a Pupil does not arrive on the due date at the end of each holiday. Such a penalty will also be incurred should there be any unauthorised absence of the Pupil from the College during term time.

4.3. Should the Parent want to take the Pupil away from the College for a period exceeding 48 hours then the Parent must complete the prescribed form requesting such leave at least 7 days prior to wanting such leave. For the avoidance of doubt, the College has the sole discretion to either grant or deny the Pupil taking such absence from the College and the College's decision shall be final.

5. Disciplinary Measures

5.1. The disciplinary measures set out in this Agreement are as follows:

- 5.1.1. Writing out lines;
- 5.1.2. Litter picking;
- 5.1.3. Detention;
- 5.1.4. Isolated seating;
- 5.1.5. Fine;
- 5.1.6. Suspension;
- 5.1.7. Expulsion;
- 5.1.8. Police involvement; or
- 5.1.9. Any other measure that can reasonably be viewed as a suitable sanction.

5.2. Disciplinary measures will be at a level that reflects the severity of the offence, the possible influence on other Pupils and the maturity of the pupil. The College will, if considered necessary, inform the Parent of any of the disciplinary measures that it has decided to implement as soon as reasonably practicable.

6. Accommodation

6.1. The College will provide accommodation to the Pupil for the duration of his course which shall consist of a single bed in a shared room ("Accommodation Area").

- 6.2. The College reserves the right to search the Pupil, his belongings and his Accommodation Area.
- 6.3. No food or drink is permitted in the Accommodation Area unless the Pupil has prior consent from the House Master. Further, the Pupil is not permitted, under any circumstances, to take the College's cutlery into the Accommodation Area.
- 6.4. The Pupils are jointly and individually responsible to keep the Accommodation Area clean and tidy. Failure to do so will result in any of the disciplinary measures set out in Clause 5.1 to be enforced against the Pupil.

7. Fees

- 7.1. All fees shall be payable in full no later than the date specified on the offer letter or invoice provided by the College unless the Parent has, in writing, an agreed instalment plan from the College. For the avoidance of doubt, the College fee excludes monies for Uniform, text books, GCSE, A level and all other external examination fees.
- 7.2. The College reserves the right to alter the fees from time to time. The Parent will be given at least one full term's written notice of such an amendment.
- 7.3. If, for whatever reason, the College's fee or any other monies remain outstanding to the College after the Parent have been notified of the same, the College may, at its discretion, take any one of the following actions:
 - 7.3.1. Exclude the Pupil from College classes;
 - 7.3.2. Forthwith on notice suspend and/or exclude the Pupil from the College;
 - 7.3.3. Withhold assessment results, awards and/or certificates;
 - 7.3.4. Refuse to register the Pupil for any applicable award and/or refuse to register the Pupil for any course examination;
 - 7.3.5. Withhold any information, character references or property whilst College fees remain unpaid; or
 - 7.3.6. Commence legal proceedings.
- 7.4. Without prejudice to clause 7.3, the College reserves the right to implement the following charges should the Pupil and/or his Parent fail to pay College fees after receiving notification of the same:
 - 7.4.1. £50.00 per week for each week there is a delay in the payment of the agreed fees.
 - 7.4.2. £100 for each cheque that is returned from the College as 'unpaid'.
- 7.5. A Pupil may withdraw from his education at the College providing one full term's notice is given in writing. Such a notice must be received by the College on or before the last term to be attended by the Pupil and receipt of such a notice must be confirmed in writing by either the Registrar or Chief Executive. Failure to provide adequate notice shall render the Parent liable for the full year's fee. For the avoidance of doubt, the last term's fee paid to the College will not be waived irrespective of the number of weeks stayed in that term.
- 7.6. If, for whatever reason, any of the information provided by the Pupil and/or his Parent is inaccurate, misleading or otherwise false, the College reserves the right to withdraw the Pupil from the College in which case the full year's fees become payable.
- 7.7. Prospective Pupils who are not nationals of the United Kingdom but intend to study at the College are required to pay the full year's fees in advance of the academic year providing the College accepts their

application. Further, should such a Pupil require a letter of acceptance from the College; they must pay a non-refundable registration fee of £500.

- 7.8. For the avoidance of doubt, a Pupil successfully enrolled at the College who is not a national of the United Kingdom will not be entitled to a refund of the College fee should he withdraw from his education at the College irrespective of when, or why, he withdraws from his education at the College.
- 7.9. No remission of College fees for the whole or any part of the term can be allowed by absence through illness, infection or any other cause.
- 7.10. Fees will not be refunded where the Pupil is excluded or suspended from the College irrespective of the reason why that Pupil is excluded or suspended. Further, the College fee would still be due irrespective of the number of days stayed in that term prior to any such suspension or expulsion.
- 7.11. Any Pupil who has applied to the University of London for registration on the External Degree is responsible for the payment of any fees for registration or exam entrance in addition to the fees payable to the College.
- 7.12. Any bursary, scholarship or financial aid awarded to the Pupil and confirmed in writing by the Chief Executive must be taken into account by the College when the Pupil pays his College fees.
- 7.13. The College reserves the right to withdraw the Pupil's entitlement to any bursary, scholarship or other financial aid if the remainder of the College fees are not paid to the College by the due date.
- 7.14. For the avoidance of doubt, bursaries, scholarships or financial aid is awarded to the Pupil on the condition that the Pupil will remain at the College for the full academic year in which such bursary; scholarship or financial aid was awarded to the Pupil. If, for whatever reason, the Pupil withdraws his education from the College or is expelled by the College, the Parent will remain responsible and liable for the full year's College fee.
- 7.15. The Parent undertakes to pay or arrange payment of the Pupil's College fees. For the avoidance of doubt, the Parent shall be responsible and liable jointly or individually for non payment of fees.

8. Suspension or Expulsion

- 8.1. The College reserves the right to suspend or expel the Pupil if the College deems that the Pupil's actions or inactions are inappropriate which can include serious breaches of *Shari'ah* as determined by the Chief Executive having consulted the Principal.
- 8.2. The Pupil will be expelled from the College if he has been suspended three times.
- 8.3. The decision to suspend or exclude a Pupil from the College shall be made by the Chief Executive who shall consult the College's Principal prior to making any such decision. The Chief Executive and the Principal shall act in a just manner and with procedural fairness.
- 8.4. Any decision by the College to suspend or expel the Pupil must be documented by the Chief Executive in the form of a report. The Parent may request such a report within seven days of being notified of the College's decision, failing to do so may result in the College refusing to provide any such report.
- 8.5. Whilst suspended, the Pupil is not allowed to enter College premises without prior written permission from the Chief Executive.

9. Liability

- 9.1. Whilst the College will take all reasonable precautions to ensure the safety and security of the Pupil's items on College premises, the College cannot accept responsibility and expressly excludes all liability for any loss or damage, howsoever caused, to any of the Pupil's property (personal or otherwise).
- 9.2. The College shall not be responsible and expressly excludes liability for any loss, damage, cost, expense, claims, expenses, liabilities, direct, indirect or consequential loss or damages suffered by the Pupil howsoever arising.
- 9.3. Save for death or personal injury caused by the College's proven negligence, the College, its employees, agent and/or its representatives liability will, in all circumstances, be limited to an amount equivalent to the College's annual fee.
- 9.4. The Pupil and the Parent shall be liable, jointly and individually, and shall indemnify the College for the cost of repairs and/or making good any damage or loss to any of the College's property or any other property located on College premises. In addition, the College is at liberty to enforce any of the disciplinary measures set out in Clause 5.1.
- 9.5. Once a Pupil has been expelled or he withdraws from his education at the College, the College is to be held harmless and released from all responsibilities and liabilities howsoever arising and this Agreement shall come to an end forthwith providing all outstanding monies have been paid to the College.
- 9.6. For the avoidance of doubt, any reference in this Agreement to the liability of the Pupil shall also infer liability on the Parent and such liability is joint and several.

10. General

- 10.1. Any notice given to the College must be in writing and addressed to the Chief Executive.
- 10.2. Without prejudice to clause 9.5, the Chief Executive may, after consulting with the Principal, terminate this Agreement providing that one term's written notice is given to the Pupil and the Parent. This Agreement can be terminated providing the Chief Executive has good cause and applies procedural fairness.
- 10.3. This Agreement constitutes the entire agreement between the Parties and shall supersede any and all promises, representations, warranties or other statements whether written or oral made by or on behalf of one Party to the other of any nature whatsoever or contained in any website, leaflet, prospectus, manual or any other document.

11. Variation

- 11.1. No variation to this Agreement is valid unless it is in writing by the Principal of the College. The College reserves the right to make any addition, amendment or alteration to this Agreement upon giving one term's written notice of such change to all affected Parties.

12. Data Protection

- 12.1. Any information provided to the College shall be used by the College in accordance with UK Data Protection law. By signing this Agreement, the Parent agrees and authorises the College to process personal information including financial and sensitive personal information as is deemed necessary for

the legitimate purposes of the College. Further, any such information provided to the College may, in the professional opinion of the Chief Executive, be shared with certain third parties providing that such an act is deemed necessary.

13. Severance

13.1. Each provision of this Agreement is separable and distinct from every other provision. If any provision of this Agreement shall be found by any Court or administrative body of competent jurisdiction to be illegal, invalid or unenforceable such illegality, invalidity or unenforceability shall not affect the other provisions of this Agreement or remainder of the affected provision, which shall remain in full force and effect.

14. Third Party Rights

14.1. The Contracts (Rights of Third Parties) Act 1999 shall not apply to this Agreement and no person other than the College and the Parent shall have any rights under this Agreement.

15. Jurisdiction

15.1. This Agreement is governed by and shall be construed in accordance with English law and the Parties hereby submit to the exclusive jurisdiction of the English Courts.

DECLARATION: I HAVE READ AND AGREE TO THE ABOVE TERMS AND CONDITIONS WHICH WILL TAKE EFFECT ONCE I HAVE PAID THE REGISTRATION FEE.

SIGNED BY THE PARENTS

SIGNED FOR AND ON BEHALF OF HIJAZ COLLEGE

NAME.....

NAME.....

SIGNATURE.....

SIGNATURE.....

NAME.....

DATE.....

SIGNATURE.....

SIGNED BY THE GUARDIAN (if applicable)

NAME.....

SIGNATURE.....

Equal Opportunities

To help us monitor our Equal Opportunities Policy please tick or complete the following boxes as appropriate. Any information gathered will not identify individuals, but will only be used to measure how we are progressing.

If you would like a copy of our Equal Opportunities Policy please contact the Reception office.

A White

British Albanian/Kosovan Roma Irish Bosnian

Any other White background please give details below:

B Mixed

White and Black - Caribbean White and Asian
White and Black - African Asian and Black - African

Any other Mixed background please give details below:

C Asian or Asian British

Indian Kashmiri Pakistani Bangladeshi

Any other Asian background please give details below:

D Black or Black British

Caribbean African

Any other Black background please give details below:

E Chinese or other ethnic group

Chinese Kurdish Arab Vietnamese Afghan

Any other ethnic group please give details below:
