



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



Dear

السلام عليكم

Thank-you for your enquiry regarding your son studying at Hijaz. Please find enclosed a CD Prospectus and an Application Form along with the terms and conditions for admission in Hijaz. The next steps are outlined below - please read and follow them carefully.

1. Please complete the Application Form and then sign both the Application Form and the Terms & Conditions.
2. Return the Application Form to Hijaz enclosing a non-refundable, one-off application fee of £50.00 (payable to 'Jamia Islamia') along with your son's most recent school report.
3. Please also include a copy of your son's passport and a copy of a recent utility bill as proof of address.
4. If your son has undertaken any external examinations such as GCSE or A levels, please enclose copies of these as well.

If everything is in order, your son will be called for an interview in due course, insha Allah. At the Interview, you will be provided the opportunity to look around the college and attend a presentation and as questions. At this time the parents/guardians should attend with the applicant and written exams will be conducted along with an interview. These written exams will be to assess the applicant's religious and secular knowledge and general academic abilities and will determine his secular year and religious grouping if he is accepted. When you come for the interview you will be asked to complete a Medical Information Form so please bring along his Doctor's name and address and any relevant medical information.

We look forward to receiving your application form and to formally introduce you to Hijaz insha Allah.

Yours sincerely

Br Nadeem Qamar
Registrar

Student Application Form

(Please complete all sections A-F to prevent delay in processing)



A Personal Details of Applicant

Applicant's Surname.....Applicant's First Names.....
Date of Birth.....Age..... Nationality.....
Year of Entry into UK (if not British National)..... Visa Type (if applicable).....
Address.....
.....Post Code

Telephone No.Mobile No.....

B Details of Previous School

Name of previous school / college.....
Address of previous school / college.....
.....Post Code.....Telephone No.....Fax.....
Type of School (circle as appropriate) Religious, Comprehensive, Grammar, Private, Boarding

Please enclose a copy of his latest school/college report – this is a mandatory requirement

C Parent / Guardian Details

Name of Parents

.....Telephone.....

Mobile Number.....Email.....

Address

.....

PostcodeOccupation.....

For non U.K. resident students – Please provide details of legal guardian in the UK

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

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Please list qualifications obtained and attach all relevant documents or additional sheets as required

Qualifications Obtained	Grades Achieved	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 (If yes, please indicate: <i>Extremely well</i> <i>Average</i> <i>Poor</i>)
How many Surahs does he know by heart?	
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.....

.....

F Personal Information

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

	If 'Yes' please provide details
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 drugs?	Yes / No
Is he academically behind 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
Does he have any physical disability?	Yes / No

I hereby make a formal application to have the above name accepted as a student at Hijaz College. If he is accepted, both he and I agree to comply with school policies and procedures. I enclose an administration fee of £50 (non-refundable) and enclose a latest copy of his school report. I also declare that the information provided on this form is truthful, accurate and complete.

Signed *Parent/Guardian*Date.....
 (Delete as appropriate)

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.

Hijaz College, Jamia Islamia Islamic Studies Centre
Terms & Conditions for Parents and Students



1. All fees are payable in advance and due on the first day of terms or before as from time to time required. Note that fees exclude monies for text books, GCSE, A level and all external examination fees.
2. There will be the following penalty charges incurred (as directed by the Chief Executive): £20.00 per week for non-payment of fees; £10.00 per week for delay in instalment payments; Penalties of £5/day for unauthorized absences late return from holidays and after long weekends.
3. No allowance can be made to late start and early leaving. No reductions can be made for absence from Hijaz for whatever reason.
4. If a student wishes to withdraw from Hijaz, one full terms notice must be given in writing. Such notice must be received by the College on or before the last term to be attended by the student. Receipt of this notice must be confirmed in writing by the Registrar or Chief Executive. The full fees are payable for that term irrespective of the number of weeks stayed in that term. Failure to provide adequate notice shall render the payer liable for the full years fees.
5. If a student is suspended or expelled from Hijaz for whatever reason by disciplinary action or otherwise, the full terms fees are payable for that term.
6. If the information provided on the application form is found to be inaccurate then Hijaz reserves the right to withdraw the student at any time in which case the full years fees become payable.
7. Once a student has been accepted by Hijaz, the registration fee and 3 post-dated cheques for the annual fees must be paid in order to reserve a place.
8. All overseas students are required to pay the full years fees in advance of the academic year.
9. Students requiring a letter of acceptance for the purposes of Immigration and/or entry clearance for their status to study at Hijaz shall be required to pay a registration fee of £500 which shall be non-refundable in ANY circumstances.
10. Any student who 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 Hijaz.
11. Entitlement to the bursary for scholarship will be withdrawn if fees are not paid by the due date.
12. Any bursary, scholarship or financial aid awarded for that term which has been confirmed in writing by Hijaz prior to the first day of term may be taken into account when paying the fees. If the award has not been confirmed in writing before the first day of term, the full fees must be paid. The amount of the award may then be refunded to the student once confirmed in writing.
13. Hijaz reserves the right to alter the timetable and fees at short notice and also reserves the right to make alterations in programmes, courses and or qualifications advertised in the prospectus, website or any other means.
14. Students are jointly and individually liable for any damage caused to the College premises or its contents.
15. Students are liable for the loss of library books, journals, magazines and newspapers. A breakage deposit of £100 will be required to be paid by every student upon registration. This will be refunded upon graduating if no damage has been caused by the student during his studies.
16. Hijaz does not accept any responsibility for the student's belongings and all students are not allowed to bring any items of value with them into the college. All students' belongings are brought in at their own risk.
17. For boarding students the terms and conditions shown on the reverse of the accommodation sheet will also apply.
18. Courses will only run if justified by demand which for most courses is the enrolment of at least 8 students.
19. Students are not entitled automatically to graduate via passing examinations. The character, behaviour, attitude, taqwa and attendance will all be taken into account. The final decision regarding graduation is with the Principal and Chief Executive.
20. Students who are found to be a disruptive influence within Hijaz or are not seen to be making a serious effort in their studies, may receive a formal warning from the Head of the year or from the person who deals with studies or member of staff delegated with powers for discipline by the Principle. After such a warning the student may be suspended at which point a special meeting will be held by the Directors to determine whether the student should be expelled or required to leave at his own expense. The decision taken by this body is deemed to be final and fees may only be refunded for uncompleted terms. An appeal of this decision may lie to the Principal or Chief Executive. Serious breaches of Hijaz's rules and regulations or serious breaches of *Shari'ah* could result in immediate suspension or expulsion.
21. Overseas students are required to register names and addresses of persons who are acting as local guardians in the UK. The guardian must take responsibility for the student during long weekends and holiday periods.
22. Students are not allowed to stay on site during long weekends or holidays except with express permission from the Principal or Chief Executive in which case a charge will be applied for stay.
23. These conditions come into effect upon payment of the registration fee.
24. An alteration to the above terms and conditions are rendered void unless confirmed in writing by the Principal or Chief Executive.

End

I have read the terms and conditions and hereby agree to accept them if my son is accepted into Hijaz

Signed:

application form 01sep06.doc

Dated:

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