



**REGISTRATION FORM**  
**ISLAMIC EDUCATION PROGRAM FY2021**

**I. REGISTRATION DETAILS**

Registration for: (Please tick one ✓ and circle the level)

- Kids     Tweens     Teens     Youth     ADIL    \* Level: ( 1 / 2 / 3 / 4 )  
 Tamil Madrasah     Quranic Literacy     P1 Madrasah Preparatory Class

**OFFICIAL USE**

Assigned class:

**II. STUDENT'S DETAILS**

Name as in BC/ NRIC: <input type="text"/> <input type="text"/>			BC/NRIC No: <input type="text"/> <input type="text"/>
Date of birth (ddmmyyyy): <input type="text"/> <input type="text"/>			
Gender (please tick ✓): <input type="checkbox"/> Male <input type="checkbox"/> Female	Place of birth:	Race:	Nationality:
Hp no: <input type="text"/> <input type="text"/>	House tel no: <input type="text"/> <input type="text"/>	Age as at 1 Jan 2021: _____ (Birth Order): *1/ 2/ 3: _____	
Address:			Postcode: <input type="text"/> <input type="text"/>

**III. PARENT/ GUARDIAN DETAILS**

**FATHER or MALE GUARDIAN**

Name as in NRIC: <input type="text"/> <input type="text"/>		NRIC/ FIN No: <input type="text"/> <input type="text"/>
Address (if different from student):		Date of birth (ddmmyyyy): <input type="text"/> <input type="text"/>
Hp no: <input type="text"/> <input type="text"/>	*2nd/ Offc tel no: <input type="text"/> <input type="text"/>	Relationship (if other than father):
Highest Education:	Email address:	
Occupation:	Monthly income (please tick ✓): <input type="checkbox"/> Below \$1,500 <input type="checkbox"/> \$1,501-\$3,000 <input type="checkbox"/> \$3,001-\$5,000 <input type="checkbox"/> Above \$5,001	

**MOTHER or FEMALE GUARDIAN**

Name as in NRIC: <input type="text"/> <input type="text"/>		NRIC/FIN No: <input type="text"/> <input type="text"/>
Address (if different from student):		Date of birth (ddmmyyyy): <input type="text"/> <input type="text"/>
Hp no: <input type="text"/> <input type="text"/>	*2nd/ Offc tel no: <input type="text"/> <input type="text"/>	Relationship (if other than mother):
Highest Education:	Email address:	
Occupation:	Monthly income (please tick ✓): <input type="checkbox"/> Below \$1,500 <input type="checkbox"/> \$1,501-\$3,000 <input type="checkbox"/> \$3,001-\$5,000 <input type="checkbox"/> Above \$5,001	

**IV. OTHER INFORMATION**

Name of secular school attending:

Class/ Level:

Emergency contact person: (please tick ✓):

- \*Mother/ Father                       Others  
 \*Grandmother/ Grandfather

Contact No:

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Name: \_\_\_\_\_

**DETAILS OF SIBLINGS CURRENTLY STUDYING AT THIS MOSQUE:**

S/No	Name	Class
1		
2		
3		

**V. TYPES OF FEES:**

Please circle the amount accordingly:

(kindly refer to Annex A)

- Registration - \$12  
 Edu fee - \$80 / \$70 / \$115  
 Dec fee - \$40 / \$35 / \$20 / \$80  
 Calendar 2021 - \$10

Total payments during registration: \$ \_\_\_\_\_

**HOW DID YOU GET TO KNOW ABOUT CLASSES?**

- Mosque    Newspaper Advert    Facebook/IG  
 Brochures & Posters    Friends & Relatives  
 Website    Others (pls state: \_\_\_\_\_ )

**DECLARATION:**

1. I certify that to the best of my knowledge the information provided are true and correct.

2. I agree to abide by the terms and conditions of this application.

\_\_\_\_\_  
Signature of \*Parent/ Guardian\_\_\_\_\_  
Date**VI. FOR OFFICIAL USE ONLY**

Date of Registration:

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Payment made (please tick ✓):

- Registration - \$12  
 Edu fee - \$80 / \$70 / \$115  
 Dec fee - \$40 / \$35 / \$20 / \$80  
 Calendar 2021 - \$10

Total payments \$ \_\_\_\_\_

Mode of payment (please tick ✓):

- Cash    Nets    Cheque

If payment by cheque:

Bank name: \_\_\_\_\_

Cheque No: \_\_\_\_\_

**VII. RECEIVED BY:**

Name of Ustazah:

Sign &amp; date:

Total amount received:

Official receipt No:

Name of Admin Staff:

Sign &amp; date:

Manual receipt No: (If any)

**ADDITIONAL INFORMATION AS REQUESTED BY MUIS**

<b>PLEASE TICK THE RELEVANT INFORMATION</b>		
a. Marital Status	<input type="checkbox"/> Married	Please fill up the Letter of Understanding (Muis)
	<input type="checkbox"/> Divorced	
	<input type="checkbox"/> Separated	
	<input type="checkbox"/> Single	
b. Custody / Guardianship Status	<input type="checkbox"/> Joint Custody	Please produce the relevant court order setting out the custody /guardianship arrangements pertaining to the child.
	<input type="checkbox"/> Sole Custody	
	<input type="checkbox"/> Guardianship	
c. Student's Learning Needs Profile	<input type="checkbox"/> Attention Deficit Hyperactivity Disorder (ADHD)	Who conducted the assessment? (Name of institution / clinic/ hospital etc )
	<input type="checkbox"/> Autism Spectrum Disorder ( ASD )	
	<input type="checkbox"/> Dyslexia	
	<input type="checkbox"/> Others, please specify: _____ _____ _____	
d. Persons sending/fetching child to / from madrasah ( if different from Parents / Guardians )	a. Contact Person : _____ b. Contact Number : _____ c. Relation with child : _____	
e. Child's name/ BC No:	Parent/ Guardian Name, Signature & Contact No.	



*Islamic Education Program*  
*Al-Istiqamah Mosque*

## LETTER OF UNDERTAKING (MIQ)

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### 1. PAYMENTS

- **Madrasah fees**

Madrasah fees are payable through interbank GIRO, cash or NETS. The madrasah reserves the right to review the fee structure / method of payment by giving parents two weeks' notice.

It is the policy of the Madrasah **NOT to permit** the children to attend madrasah should the fees in **arrears for two consecutive months**.

- **Outstanding fees**

The madrasah will not hesitate to take necessary debt recovery measures against any parents who delay payment or do not settle the school fees without valid reasons.

### 1. WITHDRAWAL

Parents who wish to withdraw their child **MUST GIVE 1 MONTH NOTICE** and fill up the withdrawal form. The advance December fee will not be refunded if we do not receive any notice. Registration fee is not refunded.

Your child will be terminated from the madrasah if he/she does not attend madrasah for **4 consecutive weeks without any valid reasons**.

### 2. INSURANCE POLICY

All students are covered under a policy with **NTUC INCOME** group accident policy. This is a 24-hr worldwide student protection plan. The policy costs \$5.00 and compulsory for all students.

### 3. BOOKS AND UNIFORMS

Parents are required to purchase the books and uniforms for their children before the madrasah opens. Students will not be allowed to attend class if they have not ordered their books, except for students with MUIS IEF subsidy.

### 4. LOSS OF CHILD'S VALUABLES

The school will not undertake any responsibility for any loss of students' valuable while in madrasah. Parents are thus advised not to let their children to bring any expensive items such as handphone to the madrasah.

### 5. PERSONAL DATA PROTECTION ACT ( PDPA )

By filling up the registration form, I hereby agree and consent that my personal data provided in this form may be collected, used, processed and disclosed by the mosque for the purposes of processing my registration as well as for programme delivery and promotional activities on print and social media.

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I, \_\_\_\_\_ parent's of \_\_\_\_\_ who

is registered in Islamic Education Program at Al-Istiqamah Mosque, agreed to the terms and conditions stipulated in this **LETTER OF UNDERTAKING**.

Signature : \_\_\_\_\_ Date : \_\_\_\_\_



## LETTER OF UNDERTAKING (MUIS)

I, \_\_\_\_\_ (Name as in NRIC) \_\_\_\_\_

( NRIC number ), hereby confirm that my spouse has given his / her consent for the enrolment of our child / ren:

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

to Al-Istiqamah Mosque's Islamic Education program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





## IE PROGRAM'S PAYMENT 2021

FEES BREAKDOWN	aLIVE	ADIL	TAMIL MADRASAH	QURANIC LITERACY	P1 MADRASAH PREPARATORY
Registration	\$12/-				
Education (Incl of books, insurance, learning resources etc)	\$80/-	\$80/-	\$80/- (Fasl 1 - 3) \$70/- (Fasl 4 - 5)	NIL  *Students have to bring own Iqra' book or Quran	\$115/-
December school fees	\$40/-	\$40/-	\$35/-	\$20/-	\$80/- (April)
Calendar 2021	\$10/-				
TOTAL	\$142/-	\$142/-	\$137 (Fasl 1 – 3) \$127/- (Fasl 4 – 5)	\$32/-	\$217/-