



Madrasah Al-Hikmah

Surau Al-Hikmah, Jalan SS 18/4, 47500 Subang Jaya, Selangor Darul Ehsan
No. Perakuan Pendaftaran JAIS: 13 S (8) 4 / 45
www.madrasahalhikmah.edu.my

Tel: 03- 5612 2036
012-8345591

Procedure & Guidelines

A. Application Form for Interview Session

1. Kindly fill in the form and email to: mahsjhafiz@gmail.com / mohammadzul@gmail.com
2. Please enter the applicant's name in the SUBJECT section of the email.
3. Please attach the following documents together with the application form:
 - A copy of Leave Letter/Completion Certificate - Of previous School/Madrasah
 - A copy of Report Card (latest academic result)
 - A copy of Birth Certificate/Identity Card (applicant's AND parent's/gurdian's)
 - Passport Copy (for foreign applicants only)

B. Acceptance

1. Submission of this form shall be considered as a formal application to study in the institution.
2. The decision of acceptance shall be made after an interview session with the prospective student.
3. The madrasah shall inform the applicant the status of the application as soon as possible, in sha Allah.
4. Based on the outcome of the interview the applicant may be required to attend English Language tuition. The parents have to privately arrange the tuition.

C. Agreement and Declaration of Parents (Page 3)

On successful application, kindly read carefully and sign only if you agree on all the terms mentioned. Submit the page during registration. Entrance shall not be processed if the agreement has not been signed.

D. Fees, Payments and Banking details

| First Payment | | Other Payment | |
|---|--------|---|-------|
| Registration Fee | RM500 | Visa Extension (foreign applicants only) | RM300 |
| Monthly Fee (RM6,000 annually) | RM500 | | |
| Visa (foreign applicants only) | RM1000 | | |
| <i>*Foreign students are required to pay 6 months advance study fee (RM3,000)</i> | | <i>*Please note that prices stated above are estimations, balance (if any) will be distribute to madrasah</i> | |
| <i>*The place of study shall not be reserved for student who has yet to pay this fee.</i> | | | |

Payments can be made to the following account:

Account Name : MAH SJ HAFIZ RESOURCES
Acc. Number : 562366648880
Bank : Maybank
Bank Address : No. 39 Jalan usj10/1G, 47620 Subang Jaya, Selangor Darul Ehsan, Malaysia
Swift Code : MBBEMYKL
Recipient email : mohammadzul@yahoo.com

**PLEASE SEND DETAILS OF PAYMENT (CASH DEPOSIT SLIP) TO: 011 – 11898970 / 012-8345591*



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APPLICATION FORM 2017

Kindly fill in the form below and email the softcopy to: mahsjhafiz@gmail.com

| Applicant Details | | | | |
|-----------------------------|--|----------------------|--------|--------------------|
| 1 | First Name | | | |
| 2 | Surname | | | |
| 3 | Age of Current Year | | | |
| 4 | Email Address | | | |
| 5 | Contact Number | | | |
| 6 | Postal Address | 1 st Line | | |
| | | 2 nd Line | | |
| | | Postcode | | |
| | | State & Country | | |
| 7 | Nationality | | | |
| 8 | IC Number (for Malaysian applicants only) | | | |
| 9 | Passport Number and Expiry Date (foreign applicants only) | No: | Exp: | |
| 10 | Birth Order and Number of Siblings (eg: 4th of 6 Children) | | | |
| 11 | Sickness/Learning Disabilities (ADHD/Dyslexia/Autism etc) | | | |
| 12 | Health Issues? If yes, please specify | Yes | No | |
| 13 | Medical appointments on a regular basis? If yes, please specify | Yes | No | |
| Parent / Guardian's Details | | | | |
| 14 | Father's Name | | | |
| 15 | IC Number / Passport no | | | |
| 16 | Contact Number | | | |
| 17 | E-mail Address | | | |
| 18 | Occupation | | | |
| 19 | Mother's Name | | | |
| 20 | IC Number / Passport no | | | |
| 21 | Contact Number | | | |
| 22 | E-mail Address | | | |
| 23 | Occupation | | | |
| 24 | Guardian's Name (A guardian is person responsible for the student for the period of time outside madrasah) | | | |
| 25 | Relationship (with the applicant) | | | |
| 26 | Contact Number | | | |
| Educational Details/Record | | | | |
| 27 | Applying for which course | Hafiz | | Alim |
| 28 | Arabic – Highlight whichever skill you have | Read | Write | Understand Speak |
| 29 | English – Highlight whichever skill you have | Read | Write | Understand Speak |
| 30 | Quran recitation fluency (state duration of reading 1 page) | 1 min | 2 mins | 3 mins 4 mins |
| 31 | Number of times completed reciting the Quran (Khatam) | | | |
| 32 | Are you a Hafiz? | Yes | | No |
| 33 | Current / Most recent institution attended | | | |
| 34 | Period of study (of current / Most recent institution attended) | | | |
| 35 | Level achieved | | | |
| 36 | Have you studied at another Islamic institute previously? | Yes | | No |
| 37 | Name and place of previous institute | | | |
| 38 | Contact person and phone number of previous institute | | | |
| 39 | Introduced to Madrasah Al-Hikmah by? | | | |



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THE AGREEMENT AND DECLARATION OF PARENTS

On successful application, kindly read carefully and sign only if you agree on all the terms mentioned below and submit this page during registration.

Entrance shall not be processed if the agreement below has not been signed.

- I, the undersigned, testify that all the information submitted is true.
- I understand the Rules and Regulation of the Madrasah and agree to abide by it.
- I, in my capacity as the PARENT/GUARDIAN/SPONSOR of the student mentioned below, hereby undertake to pay the fees as prescribed.
- I hereby agree that:
 1. The parents shall not intervene in the operation of the madrasah. Any suggestions and feedbacks shall be addressed directly to the Vice Principal of Public Relation or email it to mahsjhafiz@gmail.com or SMS/WHATSAPP ONLY 011-11898970.
 2. The madrasah regards politeness and respect towards the scholars as matters of great importance. Abandonment of these qualities in matters of communication and dealings between parents, students and teachers shall not be tolerated by the madrasah. The madrasah commands the right to take action including the expulsion of the related student.
 3. The madrasah will do its outmost to take care of the student's safety, but is NOT responsible for any mental or physical harm that may befall the student at any time during the stay in the madrasah or away from the madrasah.
 4. Punctuality is of high importance. Disciplinary action shall be taken on students returning late to the madrasah.
 5. Any item(s) found in possession of the student, which have been ruled impermissible by the madrasah, will be confiscated. It is entirely up to the madrasah to do what is deemed necessary with the confiscated item(s). The parents have no more rights over the item(s).
 6. The madrasah will inform the student and may update the parents of the items which have been declared impermissible by the madrasah.
 7. The madrasah has the right to expel the student who is found to be unfit, academically or behaviourally, to continue his/her study in the madrasah.

We put our trust in Allah Subhanahu Wa Ta'aala.

Signature of parent/guardian/sponsor : _____

Submitted on (date) : _____

Name of parent/guardian/sponsor : _____

Name of student : _____