



Bangladesh Islamic Education Centre & Mosque (BIECM)
57 Cowley Road, Oxford, OX4 1HR
Tel: 01865 793118

BIECM PART-TIME MAKTAB ADMISSION FORM

Please provide all the information requested and hand-deliver the completed form to the Imam as soon as possible.

1. Information provided in your application form will be kept private and confidential
2. Complete this form in **BLACK INK** using **BLOCK CAPITALS**
3. All sections must be completed

Full Name			
Date Of Birth	DD	MM	YYYY
Address (Including Postcode)			
Name(s) Of Parent/Guardian			
Home Telephone No.			
Mobile No.(s)			
Name of Alternative/2nd Guardian			
Mobile No. of Alternative/2nd Guardian			
Emergency Name and Contact No.			
Name Of Any Medication Required:	Doctor/Surgery Name		
	Surgery Contact No.		

PREVIOUS/CURRENT MAKTAB

CURRENTLY STUDYING (please tick) Quran Juz Amma Qaidah Beginner

If Quran was ticked, please state which Juz/Para:

If Qaidah was ticked, please state which lesson:

Class Rules & Regulations

1. All children must dress appropriately – Ideally, boys should wear a Thobe & Masjid Hat (White) and girls should wear a black Burka with white Hijab.
2. Punctual attendance from 10 minutes before Maktab commences (5pm – 7pm Monday – Friday). Doors will be locked as soon as Maktab commences and no admittance will be granted to late-comers.
3. All Maktab students must be aged 6 years + & **MUST** be escorted to and from Maktab entrance by a parent or guardian.
4. Parents/guardians must ensure the child owns AND brings their text books to every lesson.
5. All absences must be explained by a signed note from the parent/guardian upon return.
6. Parents/guardians shall be expected to ensure students prepare for each lesson at home prior to arriving.
7. Any queries/complaints shall be made only to the Maktab Head Teacher or Education Secretary. There must be NO interruptions made while class is in progress.
8. Unacceptable behaviour, including (but not limited to) instances of bullying will NOT be tolerated. Any detected behavioural concerns may lead to suspension without a refund of fees already paid.
9. Maktab teachers MUST be made aware of any known medical issues prior to student admission, and to be kept informed of any on-going health issues.
10. Class fees to be paid a month in advance and received by us on the 1st of each month by Standing Order into our bank account. **ALL** payments must be referenced with the name of the child (or eldest sibling) attending the Maktab as payments will be strictly monitored. Failed or late payments will result in the student being unable to join classes until payments have been brought up-to-date.
11. ALL students MUST keep their electronic devices switched off and in their bags during class hours (exceptions may apply).
12. Students may bring a bottle of water to consume during Maktab.
13. Chewing gum, sweets, toys, magazines, non-Maktab related literature, etc. are not permitted.
14. Illegal drugs and weapons of any kind **MUST NOT** be brought to the Maktab or mosque premises. Any student found with such items **WILL** be permanently excluded and may be reported to the police.
15. Students MUST adhere to and follow any/all rules and instructions given directly by their teachers.
16. By signing this admission form you agree to give consent to the Maktab to capture still images and/or video footages of your child(ren) for any promotional media (online or otherwise) activities engaged in by BIECM.
Tick this box if you do NOT wish to give consent for your child's images to be captured.

Parent/Guardian Declaration

I declare the child named above shall observe and adhere to all the rules and regulation as stated above. I shall pay the class fees when due. I have read and understood the rules and regulations as stated above and agree to abide by them at all times.

PRINT NAME	
SIGNATURE	DATE

Office Use Only

Date Received: _____ | Admin Fee Amount: £ _____ | Application No. _____
Admission Accepted: Yes No | Enrolment Date: _____