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# APPLICATION FORM FOR ALIMYYAH STUDIES

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## APPLICATION FOR ALIMYYAH STUDIES

ALL DETAILS MUST BE COMPLETED IN BLOCK CAPITALS USING BLACK INK

### SECTION 1: PERSONAL INFORMATION

#### 1A: DETAILS OF APPLICANT

First Name	Address
Other Names	
Last Name	City
Date of Birth	Post Code
Place of Birth	Country
Nationality	Telephone
Current Occupation	Email

#### 1B: DETAILS OF PARENT/GUARDIAN

First Name	Address (if different)
Other Names	
Last Name	City
Date of Birth	Post Code
Place of Birth	Country
Nationality	Telephone
Current Occupation	Email
Relation to Applicant	

### SECTION 2: DETAILS OF ISLAMIC EDUCATION

#### 2A: INFORMATION OF PREVIOUS MADĀRIS/INSTITUTES ATTENDED

Please give information of last part-time and all full-time madāris/institutes attended by the applicant

Name of Madrasah	City (incl. Country if outside UK)	Type of Madrasah (Boarding/Local Masjid)	Dates Attended	
			From (Month/Year)	To (Month/Year)

Does the applicant still attend the last mentioned madrasah/institute? Yes  No

If No, please give reasons for leaving

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2B: ISLAMIC EDUCATION		
Please give details of all Islamic books/subjects studied		
Name of Madrasah	Book/Subject	Grade/Result
Has the applicant taken any lessons in Tajweed? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If Yes, please give details.		

### SECTION 3: DETAILS OF OTHER EDUCATION

3A: INFORMATION OF PREVIOUS SCHOOLS/COLLEGES ATTENDED				
Name of School/College	City (incl. Country if outside UK)	Type of School/College (Boarding/Islamic/Private etc)	Dates Attended	
			From (Month/Year)	To (Month/Year)
Does the applicant still attend the last mentioned school/college? Yes _ No				
If No, please give reasons for leaving				

3B: DETAILS/RESULTS OF SUBJECTS STUDIED		
Name of School/College	Subject	Grade/Result

### SECTION 4: DETAILS OF APPLICANT'S HEALTH

4A: HEALTH DETAILS OF APPLICANT			
GP's Name			
Address		Telephone	
Does the applicant suffer from any of the following illnesses?		<input type="checkbox"/> Asthma	<input type="checkbox"/> Eczema
<input type="checkbox"/> Migraine	<input type="checkbox"/> Bronchitis	<input type="checkbox"/> Diabetes	<input type="checkbox"/> Epilepsy
Please give details of any disability /long term illness the applicant maybe suffering from and any regular medication being taken			

## SECTION 5: OTHER DETAILS

5A: FEES	
Who will be responsible for the payment of your fees? Please tick	<input type="checkbox"/> Myself <input type="checkbox"/> Family/Friend <input type="checkbox"/> Sponsor/Company
If you are not going to be paying the fees yourself then please give full name and address of the responsible person who will be paying the fees on your behalf.	Name
	Address
	Telephone
Is this definite or proposed. Please tick	<input type="checkbox"/> Definite <input type="checkbox"/> Proposed
Preferred method of payment. Please tick	<input type="checkbox"/> Full amount in one lump sum <input type="checkbox"/> 12 monthly installments <input type="checkbox"/> 3 quarterly installments

RULES AND REGULATIONS
1. Acceptance and refusal of applications is the right of KTBAM ACADEMY.
2. Disclosure of all previous conduct is necessary.
3. All Islamic laws will have to be followed particularly prayers, dress and social affairs.
4. KTBAM ACADEMY reserves the right to dismiss any student when deemed necessary without right of appeal.
5. The parent/guardian will be responsible for any damage caused by the above named applicant to any property, buildings and premises owned or used by KTBAM ACADEMY.
6. All applicants who are accepted must comply with all of the KTBAM rules and regulations.

<p><b>1. Punctuality:</b></p> <p>1.1 Students must arrive on time for their classes.</p> <p>1.2 Students who are compelled to arrive late for a valid reason, such as a medical appointment etc, <b>must notify the office in advance.</b></p> <p>1.3 Students who are required to arrive late frequently or on a regular basis must provide documentary evidence from the relevant office or authority, e.g. a letter from the GP or a letter from school etc.</p>
<p><b>2. Dress code:</b></p> <p>2.1 <b>For boys:</b> (a) a white hat and (b) a white jubba.</p> <p>2.2 <b>For girls:</b> (a) a white headscarf which covers the student's entire head and all hairs, and (b) a full sleeved, full-length black burqa.</p> <p>2.3 The dress code is <b>compulsory</b>. Therefore, students who arrive without wearing the correct dress, will not be allowed to enter the institution.</p> <p>2.4 The institution recommends that every student has a pair of each item.</p>
<p><b>3. Attendance Policies:</b></p>

- 3.1 Students *must* attend their classes regularly.
- 3.2 All students are required to hold a minimum of 90 % attendance record each term.
- 3.3 Failure to comply with the minimum attendance requirement may lead the student being expelled in the following term.
- 3.4 All absences *must* be pre-authorised by a written or verbal notice by parents.
- 3.5 **Unauthorised absences for more than 3 days in a month will lead to a temporary suspension of the student.**

**4. Behavioural Issues:**

- 4.1 The institution has a **very strict** policy regarding adverse behaviour.
- 4.2 All students *must* conduct themselves in the best manner possible within the institution’s premise.
- 4.3 Bullying, swearing and all other kinds of physical and verbal abuse must be avoided.
- 4.4 Students found behaving in the wrong manner will be severely reprimanded.

**5. NOTE:**

5.1 Students, who fail to comply with any of the above mentioned rules, their parents will receive *three formal (warning) notices*. However, if, after the third and final notice, the student fails to rectify himself or herself, he or she will be *permanently* expelled.

KTBAM ACADEMY is committed to fulfilling all its obligations under the current Data Protection laws and individuals are assured that it will treat their personal data with all due care. The information you supply will be used for the purpose intended. The Madrasa will, as far as practicable, ensure that all individuals whose details we hold are aware of the way in which that information is held, used, and disclosed and whether the recipients are internal or external to the Madrasa. Furthermore the ‘processing’ within the Madrasa will be fair and lawful and the information held securely. If you wish to see our privacy statement, please contact us.

**DECLARATION**

We declare that to the best of our knowledge the information provided in this application (all sections) is accurate and truthful. We accept and agree to abide by all the rules and regulations of KTBAM ACADEMY. We also consent to the information supplied by us being held on file under the terms of the current Data Protection laws.

Parent/Guardian Signature	Applicant’s Signature	Date
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**THE APPLICATION WILL NOT BE PROCESSED IF ANY OF THE FOLLOWING ARE MISSING.**

<input type="checkbox"/> Copy of Applicant’s birth certificate	<input type="checkbox"/> Copy of School/college report
<input type="checkbox"/> Copy of Madrasah report	<input type="checkbox"/> Reference form (attached). This should be filled in by the student’s current or former tutor.

## REFERENCE FORM

**ALL DETAILS MUST BE COMPLETED IN BLOCK CAPITALS USING BLACK INK.  
PLEASE SEND COMPLETED FORM DIRECTLY TO THE IDA AND NOT TO THE APPLICANT.**

### REFEREE'S INFORMATION

Name			
Address			
Post			Contact No.
Institute			

### APPLICANT'S INFORMATION

Full name of applicant	
How long have you known the applicant?	
How do you know the applicant?	
What do you see as the applicant's strengths?	
What do you see as the applicant's weaknesses?	

Please use the following table to best describe the applicant in each of the following areas.

X: Unknown, 1: Poor, 2: Satisfactory, 3: Good, 4: Very Good, 5: Excellent.

Quality	x	1	2	3	4	5
Piety						
Punctuality in Salaah						
Character						
Intelligence						
Maturity						
Determination						
Potential						

### GENERAL REMARKS

Signature	Date
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