



APPLICATION FORM

Select which program you are applying for

1 Year Usul al Din	<input type="checkbox"/>
Bachelor of Arts in Islamic Studies (Usul al Din)	<input type="checkbox"/>

ADMIN USE ONLY	
Event Code	
Student Name	
Application #	

As Salaamu Alaikum wa Rahmatu Allah wa Barakatu

Dear Applicants

**Please kindly read through the application form and the check list before filling it in.
If you are uncertain about anything do not hesitate to contact us.
Please kindly ensure that you have included all the necessary documents.**

PLease kindly note that all information shared in this document is treated with the greatest of confidentiality

We look forward to receiving your application and possibly meeting.

APPLICATION CHECK LIST

- Complete Application page 1 - 9
- Attach Certified** Copy of ID Document, valid passport (if foreign Student)
- Attach Certified** Proof of residential address Less than 3 months old
- Most recent school Report (if in Matric – Grade 11 report otherwise your most recent School finishing report)
- Personal/Motivation statement

If the Applicant is under 18, the following will be required from the Parent/Spouse/Guardian

- Certified** Copy of ID Document or valid passport of person responsible for payment
- Most recent copies of payslips for the household (FINANCIAL AID applicants ONLY)
- BA 2nd and 3rd year Applicants Academic Certifications or Documentations to be attached

For further assistance / enquiries contact us on:

-  applications@madinainstitute.ac.za
-  +27 (0)21 421-9027/8
-  @madinasouthafrica
-  @madinasouthafrica
-  Madinalnstitute
-  @MadinalnstZA
-  madinainstitute.za

MADINA INSTITUTE NPC

3rd Floor, Icon Building, Corner Long Street & Hans Strijdom Avenue, Cape Town, South Africa,8000
Filename: MI Application Form v8.docx

FORM 1A	PERSONAL DETAILS OF APPLICANT																																																																																																																																																																																						
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FORM 1B CONTACT DETAILS OF APPLICANT

Home address (Street)												<i>Postal Address (if different to Street Address)</i>											
[Grid]												[Grid]											
Postal/Zip code												Postal/Zip Code											
Country Code:				[Grid]								[Grid]				[Grid]							
Tel Number				[Grid]								[Grid]				[Grid]							
Mobile Number				[Grid]								[Grid]				[Grid]							
Email Address:				[Text Box]																			
Alternate Address:				[Text Box]																			

FORM 1C PARENT/SPOUSE/GUARDIAN DETAILS/ THE NEXT OF KIN

Title	[Grid]																															
Surname:	[Grid]																															
Name	[Grid]																															
Relationship	[Grid]																															
Passport Or ID Number	[Grid]																															
Home address (Street)												<i>Postal Address (if different to Street Address)</i>																				
[Grid]												[Grid]																				
Postal/Zip code												Postal/Zip Code																				
Country Code:				[Grid]								[Grid]				[Grid]																
Tel Number				[Grid]								[Grid]				[Grid]																
Mobile Number				[Grid]								[Grid]				[Grid]																
Email Address:				[Text Box]																												
Alternate Address:				[Text Box]																												

FORM 2		STUDY PROGRAMME APPLYING FOR: (CHOOSE ONE)													
TICK	Usul al Din – 1 year Intensive														
TICK	Bachelor of Arts in Islamic Studies (Usul al Din)														
In which year do you want to commence your studies?										2	0	Y	Y		
NOTE: An applicant who wishes to apply to study the 2nd or 3rd year must please submit <u>additional</u>															
										2nd	3rd				
IMPORTANCE NOTICE RE: BACHELOR OF ARTS IN ISLAMIC STUDIES (USUL AL DIN)															
** Madina Institute NPC is a private higher education institution that is fully accredited with the Council of Higher Education (CHE) and the South African Qualifications Authority (SAQA) and is provisionally registered with the Department of Higher Education and Training until 31 December 2024 as a private higher education institution under the Act. Registration certificate No.2018/HE08/001															
In which year do you want to commence your studies?										2	0	Y	Y		
Highest Qualification Achieved															
Year	Institute	Institute Code								Diploma/Degree Name			Done		
											Y	N			
											Y	N			
											Y	N			
											Y	N			
											Y	N			
											Y	N			
											Y	N			
ADMINISTRATION ONLY: (based on final results)															
Pass Matric		Y	N									Bachelors / Exemption		Y	N

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FORM 3A EDUCATION - MATRIC STUDENTS

School Name												
Exam Number							If known by applicant					
School Code							To be completed by Admin					
Exam Year	Y	Y	Y	Y								

School Address

Postal/Zip code

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School Subject written in final exam

SUBJECT	Result

FOREIGN STUDENTS (ONLY)

Student Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Year of Study

D	D	M	M	Y	Y	Y	Y												
---	---	---	---	---	---	---	---	--	--	--	--	--	--	--	--	--	--	--	--

School leaving qualification

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Returning Students (Alumni)

Student Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Year of Study

D	D	M	M	Y	Y	Y	Y												
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Madina Qualification

BA	USUL																		
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Prior tertiary qualification: (please list all institutes registered at – if applicable)

Highest Qualification Achieved

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Year	Institute	Institute Code	Diploma/Degree Name	Done	
				Y	N
				Y	N
				Y	N
				Y	N
				Y	N
				Y	N
				Y	N
				Y	N

ADMINISTRATION ONLY: (based on final results)

Pass Matric

Y	N
---	---

 Bachelors / Exemption

Y	N
---	---

FORM 4A FEES: PERSON RESPONSIBLE FOR PAYING (MANDATORY)

Title:	<input type="text"/>
Surname:	<input type="text"/>
Name	<input type="text"/>
Relationship	<input type="text"/>
Passport or ID Number	<input type="text"/>

Home address (Street)	<input type="text"/>	Postal Address (if different to Street Address)	<input type="text"/>
Postal/Zip code	<input type="text"/>	Postal/Zip Code	<input type="text"/>
Country Code:	<input type="text"/>		
Tel Number	<input type="text"/>		
Mobile Number	<input type="text"/>		
Email Address:	<input type="text"/>		

COMPULSORY PAYMENTS

APPLICATION FEE	R250.00 (Two Hundred and Fifty Rands) payable with application NOTE : A late application fee of R50.00 will apply after the <u>application closing date</u> .
REGISTRATION FEE	R1000.00 (One Thousand Rands) -

FEES PAYMENTS AGREEMENT

A Discount of 10% when paying the full course fees will be granted if settled before 31 March.

Payment Plan:- I would like my payment for the course to be split as follows : (max 10 Months)	Number of Months	Value per Month
--	------------------	-----------------

FOR ADMIN ONLY											
App Fee	EFT	CASH	CHQ	Receipt No	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
DATE RECEIVED:				D	D	M	M	Y	Y	Y	Y
Reg Fee	EFT	CASH	CHQ	Receipt No	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
DATE RECEIVED:				D	D	M	M	Y	Y	Y	Y

NOTE: Refer to fees guide in the Prospectus for payment options



Financial Assistance
PLEASE COMPLETE FORM 4B BELOW.

BURSARY APPLICATION									
FORM 4B	SUPPORTING FINANCIAL DETAILS								
List Sources of Income (e.g. Salary, etc)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; text-align: center;">1</td><td></td></tr> <tr><td style="text-align: center;">2</td><td></td></tr> <tr><td style="text-align: center;">3</td><td></td></tr> <tr><td style="text-align: center;">4</td><td></td></tr> </table>	1		2		3		4	
1									
2									
3									
4									
Total household INCOME	ZAR <input style="text-align: right;" type="text" value="."/>								
EXPENSES	ZAR <input style="text-align: right;" type="text" value="."/>								
Total Monthly Expenses is broken down into the following categories (Rand Value)									
Food	<input style="width: 150px;" type="text"/>								
Rental	<input style="width: 150px;" type="text"/>								
Hire Purchase	<input style="width: 150px;" type="text"/>								
Electricity, Water & Rates	<input style="width: 150px;" type="text"/>								
Clothing	<input style="width: 150px;" type="text"/>								
Court Orders	<input style="width: 150px;" type="text"/>								
Subscriptions (DSTV,etc)	<input style="width: 150px;" type="text"/>								
School Fees	<input style="width: 150px;" type="text"/>								
Telephone/Cell Phone	<input style="width: 150px;" type="text"/>								
Other (specify)	<input style="width: 150px;" type="text"/>								
Other (specify)	<input style="width: 150px;" type="text"/>								
CONTRIBUTION TOWARDS STUDY FEES (In case full FINANCIAL AID is not approved)									
I am able to contribute the following amount toward the fees:	ZAR <input style="text-align: right;" type="text" value="."/>								
I would like my payment to be split as follows: (max 10 Months)									

Kindly attach the supporting financial details of your household.

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FORM S1 PROFICIENCY

Highest Qualification Achieved

Year	Institute	Institute Code	Diploma/Degree Name	Done	
				Y	N
				Y	N
				Y	N
				Y	N
				Y	N
				Y	N
				Y	N
				Y	N

AJAZA Memorised

YEAR Completed

Y	Y	Y	Y
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ARABIC Reading Proficiency

	Rate your level of proficiency (Tick one):			
Quraan Recitation:	None	Beginner	Intermediate	Advance
Arabic Text:	None	Beginner	Intermediate	Advance

Important Notice: An Arabic Bootcamp will be attended during orientation. The ability to read arabic is not a pre requisite

FORM S2 TESTIMONIALS

Extracurricular Activity & Community Service

List any Extracurricular activities that you have been involved in:	

List any Community Service activities that you have been involved in:	

PLEASE ATTACH A MOTIVATIONAL LETTER INDICATING YOUR DESIRE TO STUDY AT MADINA INSTITUTE

ADMINISTRATION ONLY: (based on final results)

Interviewed by

Dated Interviewed

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Recommendation

ADMISSIONS RULES

Please kindly read the below information carefully:

CONDITIONS OF ACCEPTANCE:

This is to certify that shall the Applicant _____

be accepted into the Madina Institute programme, the fees conditions stated below, and these additional terms and conditions are an expression of acceptance:

1. Enrolling for a course at Madina Institute constitutes a binding agreement on the Student to follow the course schedule as stipulated and to pay the full fee.
2. The Applicant confirms that all information recorded on this application is correct and accurate. Any deviation discovered may constitute this application invalid.
3. Students are expected to be able to read, write and speak English fluently. Madina Institute cannot take responsibility for students found to have difficulties following their courses due to inadequate language skills.
4. Students unable to join their course/s by the scheduled start date must inform Madina Institute in writing at least 2 weeks prior to the start date. Any application for deferment of the start date, which is not received within the specified time, will only be accepted at Madina Institute's discretion.
5. Students may only apply for withdrawal from the Madina Institute within four weeks from the commencement of the course applied for.
6. Tuition fees are payable in full before students begin their studies. At the discretion of Madina Institute, students may be allowed to pay their fee by periodic installments by prior arrangements.
7. Tuition fees or deposits paid are non refundable. However, if a student decides to withdraw or has been refused a visa or entry to South Africa, a fee after deduction of Administrative charges will be refunded provided the following conditions have been met:
 - a. A 4 week notice prior to the start date must be submitted in writing
 - b. The Enrolment form and receipt of fees paid needs to be returned.
 - c. Students who are late in starting the course will not be entitled to any reduction in tuition fees or a refund.
 - d. If a student is required by the Home Affairs Office to leave South Africa for any reason, tuition fees paid are non refundable.
 - e. This also applies to students who have been absent for a period of time.
 - f. No refund will be made should it be proven that admission was obtained by producing false or forged or non-certified documents or by way of false or misleading information.
 - g. No refund will be made should it be proved that the student was refused a student visa because he/she produced a false or forged document for the visa authorities.
8. Foreign students (Non-South African ID holders) are required to leave their passports in the care of the
9. Important notices to students are displayed on the main bulletin board, via email, Neo Lms and Whatsapp its student's responsibility to always check for notices.
10. That in the event of an emergency, medical or otherwise, relating to the abovementioned learner, in which it is not reasonably possible in the opinion of the Registrar and/or any staff member duly designated by the staff member shall have authority, loco parentis, to make and cause and allow to be carried out any decision they consider necessary in the interest and welfare of the said learner and/or of the Institute and/or of the rest of the students.

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11. That the Registrar has the right in her/his absolute discretion, to suspend a student from this Institute, or require his/her withdrawal for any reason considered within the best interest of the Institute. Should the student (if they are a minor) be asked to leave the Institute, the parent or guardian or other account financier shall remain liable for the fees due for the full term during which the student was removed, and if such fees have been paid, the Institute shall not be obliged to refund any portion thereof.
12. That any student found in the possession and/or using or found to be responsible for carrying into the Institute habit forming intoxicants and undesirable literature, will face expulsion from the Institute; as also will any student who absents his/herself from the Institute without permission. (The full Academic and Conduct Policies are available the Madina Institute website for review.)
13. The Institute is not liable for any loss or damage however caused, to any property belonging to a student or any member who is or may be deemed to be in custody of the Institute.
14. The Institute's rules and regulations (Code of Conduct) are amended from time to time and shall be binding and observed by the student and by the parent or guardian, insofar as they may concern them.
15. All details in the Prospectus and accompanying documents are correct at the time of printing. Madina Institute reserves the right to make changes to the structure and content of a course(s), including cancellation if deemed necessary.
16. If the guardian, sponsor or representative signs these application forms on behalf of the student, these conditions still apply.
17. Anyone breaking the law, violating Madina Institute rules and discipline is liable to a penalty or sanction as determined by the Registrar in his/her sole discretion.
18. Students are required to dress in a clean, neat & modest manner, which complies with the Shari'a and is befitting of the dignity & integrity of a Muslim and a STUDENT OF KNOWLEDGE. (Please refer to student handbook)

The signatures imply that the signatories have read and agreed to the fee policies and conditions, the additional terms and conditions of acceptance stated above.

Declaration:

I certify that I have completely read and understood the details I have provided, and any other supporting papers are true and accurate. I understand that the information on this form is confidential but may be passed to official government bodies to assist them in their duties if requested.

I further declare that I have read the terms and conditions of acceptance and will abide by it.

APPLICANT

Signed: _____ Date: _____

Print Applicant Name: _____

FATHER / MOTHER / SPOUSE / GUARDIAN

Signed: _____ Date: _____

Print Name: _____

PAYER'S INFORMATION

Signed: _____ Date: _____

Print Name: _____

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