



Madrasah Al-Hikmah

Lot 500, Kg.Renal, 71600 Kuala Klawang, Negeri Sembilan

Kod sekolah (JAKIM): NZA 0001

No. Pendaftaran Sekolah (Negeri): 41 - 171 / 2018

www.madrasahalhikmah.edu.my

Tel: 010-202 7907

Procedure & Guidelines

A. Application Form for Interview Session

1. Kindly fill in the form and email to: mahjelebenrolment786@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	RM650	Bed sheets	RM20
Annual Fee	RM6000	Visa Extension	RM300
Kitaabs (Alim First Year Books)	RM350	Visa Extension (Below 18 to Above 18)	RM1200
Visa (China)	RM1500		
Visa (Others)	RM1200		
<i>*Foreign students are required to pay 6 months advance study fee (RM)3000</i>			

Payments can be made to the following account:

Account Name : MAH SJ RESOURCES

Acc. Number : 562227328324

Bank : Maybank

Bank Address : No. C8-C10, Jalan SS15/4D, 47500 Subang Jaya, Selangor Darul Ehsan, Malaysia

Swift Code : MBBEMYKL

Recipient email : firdaussamsul@gmail.com

**PLEASE SEND DETAILS OF PAYMENT (CASH DEPOSIT SLIP) TO: 010-202 7907*



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APPLICATION FORM

Kindly fill in the form below and email the softcopy to: mahjelebenrolment786@gmail.com

Applicant Details applying for: (Please specify.)		Alim Course		Tahfiz Course		
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	Contact Number					
16	E-mail Address					
17	Occupation					
18	Mother's Name					
19	Contact Number					
20	E-mail Address					
21	Occupation					
22	Guardian's Name (A guardian is person responsible for the student for the period of time outside madrasah)					
23	Relationship (with the applicant)					
24	Contact Number					
Educational Details/Record						
25	Arabic – Highlight whichever skill you have	Read	Write	Understand	Speak	
26	English – Highlight whichever skill you have	Read	Write	Understand	Speak	
27	Quran recitation fluency (state duration of reading 1 page)	1 min	2 mins	3 mins	4 mins	
28	Number of times completed reciting the Quran (Khatam)					
29	Are you a Hafiz?	Yes		No		
30	Current / Most recent institution attended					
31	Period of study (of current / Most recent institution attended)					
32	Level achieved					
33	Have you studied at another Islamic institute previously?	Yes		No		
34	Name and place of previous institute					
35	Contact person and phone number of previous institute					
36	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 alhikmahsj786@gmail.com or SMS/WHATSAPP ONLY 010-202 7907.
 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 : _____