



Madrasah Al-Hikmah

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

Kod sekolah (JAKIM): NZA 0001

Pendaftaran Sekolah (Negeri): 41 - 171 / 2018

www.madrasahalhikmah.edu.my

Tel: 010-2027907

Procedure & Guidelines

A. Application Form for Interview Session

1. Kindly fill in the form and email to admin@madrasahalhikmah.edu.my
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/guardian'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	RM25
Annual Fee	RM6000	Medical Expenses	RM100
Kitaabs (Alim First Year Books)	RM?		
Visa Extension	RM300		
Visa (First time application)	RM2000		
<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 : Madrasah Al Hikmah

Acc. Number : 555069116775

Bank : Maybank

Bank Address : No. 121, Jln Dato' Moyang Salleh, Kampung Jelebu Tengah, 71600 Kuala Klawang, Negeri Sembilan

Swift Code : MBBEMYKL

Recipient email : firdaus@madrasahalhikmah.edu.my

***PLEASE SEND DETAILS OF PAYMENT (CASH DEPOSIT SLIP) TO: 010 2027907**



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APPLICATION FORM

Kindly fill in the form below and email the softcopy to admin@madrasahalhikmah.edu.my

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 admin via email at admin@madrasahalikhmah.edu.my or 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 utmost 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 : _____



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SURAT PERSETUJUAN & PERAKUAN IBU BAPA MENGENAI HUKUMAN KEPADA ANAK SEKIRANYA DIDAPATI BERSALAH MELANGGAR PERATURAN MADRASAH

<u>KESALAHAN</u>	<u>HUKUMAN</u>
Menyimpan dan menggunakan telefon bimbit/Smart watch	-Barang tersebut akan dirampas dan tidak akan dikembalikan. Ulang Kelas & Khidmat 2 Minggu
Merokok/menghisap vape/menyimpan rokok dan vape /sebarang benda yang memabukkan	-Barang tersebut akan dirampas dan tidak akan dikembalikan. -Ulang Kelas & Khidmat 2 Minggu
Melakukan sebarang bentuk gangguan seksual	Diberhentikan Serta Merta
Bergaduh sesama pelajar atau kakitangan pelajar	-Ibu Bapa/Penjaga harus Menanggung Kos Perubatan pelajar/kakitangan madrasah yang dcederakan oleh anaknya. -Khidmat 2 Minggu
Membawa/Menyimpan gambar/ Sebarang Jenis bacaan yang lucah	-Barang tersebut akan dirampas dan tidak akan dikembalikan. -Khidmat 2 Minggu
Membaca sebarang bacaan yang tidak berfaedah seperti komik dan majalah	Khidmat 1 Minggu
Mencuri	-Sekiranya barang yang dicuri tidak dapat dikembalikan.Ibu Bapa/Penjaga harus mengganti barang yang dicuri oleh anaknya. -Khidmat 2 Minggu
Merosakkan Harta benda Madrasah	Ibu Bapa/Penjaga harus mengganti menanggung kos biaya baik pulih barang madrasah yang dirosakkan oleh anaknya.
Pulang lewat ke Madrasah selepas cuti tanpa alasan yang dibenarkan.	Khidmat 2 Minggu
10 Hari dalam setahun bercuti tanpa Mc dari Doctor/ Kebenaran dari pihak Madrasah	Ulang Kelas

SAYA _____ (IBU/ BAPA/PENJAGA)
KEPADA _____ MEMPERAKUI DAN BERSETUJU ATAS
SEMUA HUKUMAN YANG DITETAPKAN OLEH PIHAK MADRASAH KEPADA ANAK JAGAAN
SAYA SEKIRANYA DIDAPATI BERSALAH MELANGGAR PERATURAN MADRASAH.

Tandatangan Ibu/Bapa/Penjaga

Tarikh: _____

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