

## **ADMISSION POLICY & DISCIPLINARY CODE OF THE MADRASAH**

1. Admission to the Madrasah is in the sole and absolute discretion of the Principal. The Principal shall not be obliged to give any reason for refusal of admission.
2. The moral and practical life of the students being the responsibility of the Principal of the Madrasah, he has the full right to command and instruct them and to otherwise enforce discipline. Disobeying his instructions will be regarded as a serious offence.
3. The allocation of beds and rooms will be the sole prerogative of the Muhtamim or any official appointed by him.
4. Students should not keep any valuable items with them and are themselves responsible for all their possessions. This should be deposited at the office for safekeeping.
5. The Principal may in his sole and absolute discretion summarily suspend any student for un-Islamic behaviour or any other offence. Any student suspended must immediately leave the Madrasah premises. The suspended student may then make written representations to the Principal if he wishes to be reinstated.
6. Any student suspended or expelled will not be entitled to enter the Madrasah premises.
7. This institution condemns all forms of terrorism. Any student found to be involved in any type of terrorist activity will be expelled immediately.
8. Students must adhere to the beds and rooms allocated to them at all times.
9. No person will be allowed to be brought into the boarding by the students without prior permission from the office.
10. Students will not be allowed to stay in the Madrasah during the holidays without prior permission from the office.
11. Students must be at the Madrasah by Maghrib the night before Madrasah opens and will not be allowed to leave before the closing time of the Madrasah is announced.
12. Students must adhere to the time-table of the Madrasah strictly in regard to time and place. No student may remain absent from any class or period without a valid reason and prior permission from the office.
13. The Principal, *Asaatizah* and officials of the Madrasah have the full right to check on the students, their presence, their activities and go through their personal effects at any time of the day or night for the purposes of discipline or maintaining behavioral standards.
14. Students living in the dormitories (boarding) will not be allowed to leave the Madrasah at all (excluding official Madrasah holidays). In exceptional circumstances permission may be granted, which will have to be obtained in

writing from the Muhtamim or any designated Ustaad, on official paper.

15. The cleanliness of the rooms and washing of utensils will be the responsibility of the students.

16. Dressing must be strictly according to the Shariah. Students must dress in *kurtas* and *izaars* above the ankles. Jamies will not be allowed. Jeans and other “fashion” clothing must not be brought to Madrasah at all. Clothing with bold inscriptions etc. must not be worn. Hair should be kept strictly according to Shariah. Long hair will not be permitted.

17. Students must safeguard the property of the Madrasah. Students will be liable for any damage caused willfully or as a result of gross neglect. Such damage to Madrasah property will be deemed as a serious offence. Writing on walls, doors, etc., will also be regarded as a serious offence.

18. Students should not be wasteful in the use of water, electricity, food, etc.

19. Bad behaviour in any and every form, violating the laws of the Shariah and being disrespectful to any Ustaad or any worker of the Madrasah will result in severe punishment and/or expulsion, especially behaviour of such a nature that brings disrepute to the name of the Madrasah, its officials, Ustaads and students. Speaking rudely or harshly, refusing to obey a legitimate instruction and/or being obstinate will also be, inter alia, regarded as disrespect. The determination of bad behaviour will be in the sole discretion of the Principal.

20. Students are prohibited from smoking, possessing or using any illegal drugs, intoxicants or forbidden things in Shariah. Such possession or usage will result in instant expulsion.

21. The principal or any official appointed by him, entirely at their discretion, have the full right to conduct a drug test on any student at any time. Refusal to undergo a test when called upon to do so could result in suspension or expulsion.

22. Students must not quarrel and fight among themselves or with anyone. All complaints must be lodged with the Principal or any official or committee duly appointed by the Principal. The decision of the complaints committee will be final and binding.

23. It is forbidden to bring guns, knives, radios, cell phones, psp's, mp3s, mp4s, newspapers, comics, magazines, novels and other similar literature to the Madrasah. The Madrasah has full right to destroy any cell phone or related accessories found in the premises or on any student. Any other electronic device will only be allowed if written permission has been obtained from the office.

24. Students may not be involved in any type of business in the Madrasah premises.

25. At no time should any student leave the Madrasah without written permission from the office. Students are not allowed to go to any cafe, shopping centre or go to the beach or to any public or private swimming pool whatsoever at any time of the day or night. Students found going to any cafe or shop or going to the beach or swimming pool will be regarded as committing a serious offence.

26. Students must not instigate or coerce one another on any matter, form any groups or associations or undermine the interests of the Madrasah. They must rather encourage one another in good works and act in the interests of the Madrasah.

27. Any Ustaad experiencing a problem with any student, whether such problem pertains to behaviour or teaching or otherwise related to the conduct of the student, will refer the matter to the Principal. The decision of the Principal will be final and binding on the students.

28. Any student must not miss any examination without a valid reason. Failure to write any examination without a valid reason will be regarded as a serious offence whereupon the student may be suspended or other disciplinary action taken. Supplementary examinations must be written by students who failed to participate in any examination for whatever reason.

29. The completion of all tests, assignments and other work assigned will be compulsory. Students who have not fulfilled this requirement to the satisfaction of the Principal will not be permitted to sit for the final examinations.

30. Any rule contained herein may be changed or varied at any time. All interpretations of these rules are that which is given by the principal or Madrasah committee. Such changes and variations will also be binding upon the students. Likewise, any additional rules which may be made will also be binding upon all students.

31. Students may not give any interviews to any radio, television, newspaper or magazine, etc.

32. Theft, be it small or big, will not be tolerated. If any student is caught for theft, he could face severe action or expulsion.

33. Students may not have any contact or telephonic conversations with any females except mahrams (mothers, sisters, aunts, etc).

34. Every student must be present in the Musjid at least 5 mins. before the fardh salaah in order to perform his sunnah and to achieve takbeere-oola. Total silence must be observed in the Musjid.

35. A student who neglects his salaah deliberately even after being warned could be suspended or expelled.

36. All students must pay the prescribed fees. Students who cannot afford such

fees may apply to the Principal for exemption or reduction. Such applications will be subject to the approval of the Principal.

37. Any student who is found to be incompatible with the values of the institution or its aims and objectives may be expelled merely on this ground. The decision whether a student is so incompatible will be made by the Principal.

38. An admission fee of R10 000,00 (apart from the normal tuition and boarding fees) is applicable to all students. Such fees are due and payable only on demand. This fee may be demanded should any unforeseen costs of any nature be incurred by the institution on behalf of or in relation to any student.

39. The Principal shall have the power in his sole and absolute discretion to expel any student summarily without giving any reason for such expulsion, in the following cases:

(a) Where a student commits an act or omission or otherwise displays such behaviour which in the opinion of the principal is inconsistent with the values and norms of the institution having regard to its distinct and special Islamic character, or otherwise amounts to a loss of confidence in the student.

(b) Where a student breaches any provision of this disciplinary code.

40. Notwithstanding the provisions of the clause above, the Principal may in his sole and absolute discretion hold a disciplinary enquiry for the sole purpose of affording a student an opportunity to state his case or point of view. If the Principal so decides to hold a disciplinary enquiry, he shall fix the procedure for holding such an enquiry, and he shall appoint the person/s who will so preside over such an enquiry, with terms of reference to be fixed by the Principal, all in his sole and absolute discretion. No student shall be entitled to be legally represented at any such disciplinary enquiry.

41. Any student who has left from any Madrasah and seeks admission at this institution will not be granted admission until he produces his last progress report and a character reference. He must also give detailed reasons for leaving the previous Madrasah.

42. If a student has a problem, his parents / guardian should make an appointment with the Principal's office during office hours to discuss the problem.

43. Every student and his parent/guardian must sign the admission form accepting all the rules of the Madrasah in order to be granted admission.