

ANNOUNCEMENT

Assalamu Alikom:

As a student of knowledge, it would be much appreciated if you could pay/prepare to pay for the next set of lessons once you are approaching your last couple lessons to ensure that you can make your payments on time. If you have any problems with making payments, please let me know beforehand and we can sort things out in sha Allah. [Class Fee](#)



Terms

- * Students are expected to take the lessons seriously and attend each lesson.
- Lessons will commence once the owing amount has been transferred, please notify the management once you have completed the payment so they may confirm the class timings bet coordinator and student.

- A student who studies for 5 or more times weekly is entitled to a single cancellation per week (4 per month) due to unforeseen circumstances without being reprimanded.
 - A student who has 3 / 4 lessons per week or a combined total of 12 or more in a month is entitled to (2 cancellations per month) due to unforeseen circumstances without being reprimanded.
- Management must be notified of the cancellation 24 hours prior to the start of the lesson. In the event of an emergency notices given 2 hours prior to the lesson will be accepted.
 - If the student apologizes at the time of the lesson itself, he will be considered absent and the Institute has the right to deduct the duration of the lesson from the hours paid and there will be no compensation for him.
- Timing and lessons organizing is with the coordinator, complains and payment is with the manager.

- * It is possible for the student to change the times of their lessons, but it may result in a change of the teacher .
- * A teacher is considered absent from the class if he is more than 10 minutes late. If this happens a student must immediately notify the management team so that suitable action can be taken
- * The student must state all of the times he is available to study during the week in order for us to create a suitable study timetable for him. Once the student has agreed and paid for the lessons he cannot change the times that he begin. He may change the times after the hours that are paid for are completed.
- * Exchanging of contact details between students and teachers is strictly prohibited. Any complaints between students and teachers should be directed to management and not discussed privately.
- * The student can submit their suggestions or complaints to the Manager's whats app +02 01114113458 of the institute so that we can work on developing and improving the quality of the teaching .
- * At the end of each month, the student can fill in the feedback form via this [link](#)