

## COURSE GUIDELINES

### 1. Attendance

- Attendance has to be signed to indicate your presence and tracking purposes.
- Monthly Payment has to be made fully despite low number of class attended unless withdrawn. Please see note for withdrawal processes.

### 2. Test (Optional)

- For every level, there will be a test at the end of the course and will be given a certificate of completion. Students who did not attempt the test will be given a certificate of participation.

### 3. Payment

To confirm your participation of the class, participants have to make payment one week before class starts:

1. Registration fee (For first time students. Existing students from previous classes do not have to pay the registration fee ) - **\$20.00**
2. Materials fee (For every level) - **\$20.00**
3. Textbook fee (Only for Fusha 1, 3, 5, 8) - **\$50.00**

#### **Fresh Student (First time attending Arabic course at Masjid Al Iman):**

1. Registration Fee - \$20.00
2. Materials fee - \$20.00
3. Textbook fee - \$50.00 (If applicable)

#### **Existing Student (Students that went through one of the levels at Masjid Al Iman):**

1. Materials fee - \$20.00
2. Textbook fee - \$50.00 (If applicable)

## COURSE GUIDELINES

WEEK		Amount
0	Payment of Registration Fee, Materials Fee, Textbook Fee (If applicable)	<b>\$90.00</b> (Registration fee for first time students, Materials & Textbook) <b>\$20.00</b> (Materials fee for Existing students in classes that doesn't require textbook) <b>\$70.00</b> (For Existing students in classes that require Textbook with Materials)
1	Start Class - 1 <sup>st</sup> Monthly Payment	<b>\$80.00</b>
2		
3		
4	2 <sup>nd</sup> Monthly Payment	<b>\$80.00</b>
5		
6		
7		
8	3 <sup>rd</sup> Monthly Payment	<b>\$80.00</b>
9		
10		
11		
12	Last Class	<b>Clear Any Outstanding Payment</b>

Kindly make payment through:

1. Cash/Nets - payment accepted in cash or nets at our Front Desk Office counter
2. Bank Transfer - OCBC Current: 545 706756 001

(Once transferred, please send us a copy of the transaction slip to [aliman@aliman.mosque.org.sg](mailto:aliman@aliman.mosque.org.sg))

4. Online Payment - Visit our website under 'Online Payment' and click 'Fusha Modern Standard Arabic'

<http://spend.alimanmosque.org.sg/product/arabic-class-fees/>

### 4. Cancellation/ Postponement of Course

In an event when a class receives low number of confirmed participants, the class will postponed to a later date until the class reaches its minimum capacity. Students have three choices to make concerning with their commitment to the course:

- Withdraw and request for full refund
- Be in the waiting list till class has reached its minimum capacity (The paid amount will be put on hold until student request to withdraw)
- Student may transfer to As Souq Arabic Centre HQ to pursue their learning

Note:

1. Payment has to be made despite low number of attendance unless student has withdrawn from the course with the acknowledgement of Mosque
2. Withdrawal **during** course procedure:
  - Students have to inform the Mosque by submitting a withdrawal form indicating your confirmation to withdraw from course.
  - Notification by telephone is not acceptable. Please approach to Front Desk Office for collection/submission of withdrawal form or email us at [aliman@aliman.mosque.org.sg](mailto:aliman@aliman.mosque.org.sg).
  - All paid fees are non-refundable
3. Withdrawal **before** course procedure:
  - Students have to inform the Mosque by submitting a withdrawal form indicating your confirmation to withdraw from course.
  - Notification by telephone is not acceptable. Please approach to Front Desk Office for collection/submission of withdrawal form or email us at [aliman@aliman.mosque.org.sg](mailto:aliman@aliman.mosque.org.sg).
  - All paid fees are refundable only withdrawal was made 1 week before commencement of class.
4. Materials fee includes additional notes and worksheets from As-Souq.
5. Participants will receive text/mobile notification if class were postpone to other days. Postponement of class will not affect the payment/amount of monthly fees.
6. In cases where student made claims for being an existing student during registration, Mosque has the rights to request for evidence such as certificate of completion/certificate of accomplishment for confirmation.