

## Policies

To ensure that every student can learn to the best of their ability, the following guidelines are expected from them:

- Attend all lessons
- Arrive on time to lessons.
- Complete all homework before/on the due date
- Take on board feedback and implement in all lessons.
- Ask questions when you need support during/outside of lessons.
- (For Tajweed/Quran Courses) It is an oratory science where your lip /oral movements will be assessed, students will be required to keep their videos on.
- Students are required to display their first names and keep their videos on in ZOOM

### Attendance Policy

Students are required to attend all classes on time.

If for any extenuating circumstances you are unable to attend a lesson or will be late, then it is your duty to inform the class teacher first then email [info@maryameducation](mailto:info@maryameducation) with your full name, class and teacher name followed by your reason. This way, we can try our best to support you in catching up with the missed content/lesson.

**As a policy, for every 3 unauthorised absences per term, you will receive a penalty of £15.** Please know that this is in the best interest of the student, and we hope this will encourage you to progress forward and be more responsible in the course in shaa Allaah.

### Learning Policy

It is required by all students to submit any homework to their teacher punctually. The teacher will guide the student on where to submit the homework.

Any late submissions of homework cannot guarantee feedback.

**Students who have enrolled through sponsorship, will be required to pay back their sponsor if they fail to attend lessons and do not submit any work.**

### Video Policy

If you need to keep your videos off, please inform the teacher. However, you will still be required to read/participate when needed.

There will be no recording, screenshotting, taking pictures or videos under any circumstances. Please bear in mind there will be sisters who wear the veil/hijab. Our courses are sisters only, but we ensure students feel safe online and their privacy/religious commitments are not at risk nor compromised. Following the previous point, please make sure there are no men near-by.

It is important to know that our lessons will be recorded. **Please note that in the case where your video is recorded, we will, not be showing your face to anyone outside of the organisation. Your privacy will not be compromised.**

**Recordings of lessons are only available through request** except for Tajweed Lessons, where it is uploaded on Google Classroom. Any requested recordings are available for **one week (7 days)**.

### **Fees Policy**

Fees are taken every term (3 months). The terms are based on UK school terms, unless agreed or stated on monthly basis. When registering on the Maryam Education website, students will be charged the admin fee. Actual fees for the course are taken every month automatically to which the link will be emailed to the students. Thereafter, fees are taken automatically every month/3 months.

### **Refund Policy**

#### **Termly Fees:**

If you choose to withdraw from the course, you will be charged for the month you withdrew, and any remaining month/s will be refunded.

#### **Monthly Fees:**

Fees are only refunded within 7 days from when fees were taken from your account.

**Students who attend all lessons will receive their admin fees back at the end of the course.**