

**INSTRUCTIONS FOR DACCNDAAYS APPLICATION (Please read before Proceed)**

**STEP 1:  
FORM  
SUBMISSION**

- Application is subject to availability.
- Students can only be registered during Intake Exercise Period
- Please ensure that you have all documents as needed in the application
- **Submission to Education Division, level 2**

**STEP 2:  
PAYMENT**

- Amount payable according to payment method selected (Please refer to PAYMENT OPTION)
- All payment at the English Islamic Bookshop, level 1

**CHECKLIST**

- Filled up application form (1 form per student)
- 1 passport size photo of child (please write name of child at the back of the photo)
- Copy of student's birth certificate
- Verification of parent's / guardian's NRIC card by MCAS staff
- Relevant documents of guardianship (If applicable – in separate custody cases)

**PAYMENT OPTION - Please choose 1**

**GIRO Option (Monthly deductions)**

Submit GIRO form to ED

S\$10 Registration fee

S\$150 upfront payment for the first 3 months (Jan - Mar) / (Mar - May)

I have current child(ren) in DACCNDAAYS, I wish to use my current GIRO account

**CASH Option (2 payments per year)**

S\$10 Registration fee

S\$250 upfront payment for first 6 months (Jan - May) / (Mar - Aug)

2<sup>nd</sup> payment please refer terms and condition

**Fee Assistance**

Submit FA form to ED

S\$10 Registration fee



## TERMS & CONDITIONS

Please read through the terms and condition stated below and acknowledge it with your signature at the end.

**MCAS COPY**

### ACCEPTANCE

#### 1. Application

This application does not constitute an official & final acceptance of the applications for DACCnDAYS. MCAS reserves the right to accept or reject this application. Incomplete or false/inaccurate information will subject to immediate rejection.

#### 2. Student's Faith

MCAS accepts all students of all faiths, provided they are registered by either of their biological parents. Applications made by guardians need to be accompanied by an official letter of consent and a photocopy of the NRIC of the consenting biological parent.

#### 3. Special Needs Student

Due to current constraints, MCAS will not be able to accept Special Needs Student. MCAS recommend specialised centres for students with special attention. Please contact us for more details.

#### 4. Intake & registration period

There are 2 intakes per year; January & March. Registrations will only be accepted during intake period.

#### 5. Medications & Allergies

Parents/Guardians are to inform MCAS if students require any kind of medication or have any allergies.

### PAYMENT MATTERS

#### 1. Registration Fee

A non-refundable registration fee of S\$10 is payable upon registration

#### 2a. GIRO Payment option

- a. For GIRO, **fees for first three months (S\$150)** has to be made in **cash/nets/credit card** after submission of registration form. Payment made at **The English Islamic Bookshop, Darul Arqam.**

##### January intake (GIRO)

- Upfront payment by December (previous year): S\$150 is for Jan - Mar.
- GIRO payment for April onwards

##### March intake (GIRO)

- Upfront payment by December (previous year): S\$150 is for Mar - May.
- GIRO payment for June onwards

- c. Payment of fees will be deducted monthly via GIRO on the 28th of each month. If the 28th day falls on Sunday or Public Holiday, the deduction will be done on the next working day. **Deduction is for the following month.**
- d. No deduction will be made for the month of **June & December** due to holidays

#### 2b. CASH Payment option

- a. For CASH, fees for first 6 months (**S\$250**) has to be made in **cash/nets/credit card** after submission of registration form. Payment made at **The English Islamic Bookshop, Darul Arqam.**

##### January intake (CASH):

- 1st payment by December (previous year): S\$250 is for Jan - May.
- 2nd payment by June: S\$250 is for Jul - Nov.

##### March intake (CASH):

- 1st payment by March: S\$250 is for Mar - Aug.
- 2nd payment by September: S\$150 is for Sep - Nov.

## REMOVAL OF STUDENT FROM PROGRAMME

### 1. Default in payment

MCAS reserves the right to terminate student if payments is defaulted for **3 consecutive months**.

- ✘ **Default 1st Month:** Reminder Email / SMS
- ✘ **Default 2nd Month:** Final reminder Email & FA Advice
- ✘ **Default 3rd Month:** MCAS to remove student from classes

### 2. Non-Attending Student

MCAS also reserves the right to terminate student that are absent for 3 consecutive weeks or did not fulfill **75% attendance at any time** without formal notification.

- ✘ **3 consecutive weeks:** Warning Email / Letter
- ✘ **Next 3 consecutive weeks:** MCAS to remove student from classes

## WITHDRAWAL & EARLY RELEASE

### 1. Withdrawal Application

Parents/Guardians are to inform MCAS, in writing **ONE** month in advance before withdrawing students. All applicable fees must be paid before the withdrawal application submission. Failure to inform may result in continuous billing of the monthly fees.

### 2. Early Release Application

Parents/Guardians who wish to fetch their child(ren) earlier than the stated timing, parents need to pass the **Early Release Slip** or a **written notification** to the officer at school gate. Early Release Slip can be collected at **Ops room, level 5, Madrasah Al-Maarif** on every Sunday.

## STUDENT'S DISCIPLINE MATTERS

### 1. Absent from class

All students need to fulfill **75%** attendance at any time. Students are also not allowed to be absent **3 weeks consecutively** without formal reason. The parent of students who are absent must submit a formal letter / email / call, latest by the following week. Please note that failure in fulfilling the terms may result in disciplinary actions.

### 2. Other Disciplinary Issues

All disciplinary issues will be dealt with by the teacher or chairperson office on a case to case basis. By practice, only serious matter will be be communicated to the parents.

## FEE ASSISTANCE

MCAS provides fee assistance to students in need. Our assistance are based on **MOE Fee Assistance Scheme**. For more info, please contact us.

## TERMS AGREEMENT & PDPA DECLARATIONS

MCAS reserves the right to change, vary, add or delete any of the Terms & Conditions as deemed fit, without prior notice. Upon acceptance, parents & students must abide the the Rules & Regulations of DACCnDAYS. Student who violates several rules & disciplinary of DACCnDAYS may be suspended or discontinued.

I understand and agree to the Terms and Conditions stated above. MCAS reserves the right to terminate student's enrolment if their continued participation represents a risk to their health & safety or to the health & safety of others.

I hereby declare that all the entries in this form are true and correct. I authorise the Muslim Converts' Association of Singapore (MCAS) to disclose my personal information to its employees for administration and record purposes. I further authorize MCAS to send me communications relating to services, events, promotions or newsletters via electronic mail, mobile phone text messages and/or mailers. MCAS represent to, warrant and undertake that collective consents have been obtained allowing MCAS to collect, use, process and disclose the personal data in accordance with the terms and conditions as stated in the MCAS Personal Data Protection Policy available on our website.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

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## PARENT'S COPY

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\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date



# Muslim Converts' Association of Singapore

## Darul Arqam Singapore

32 Onan Rd, The Galaxy, S 424484

Please affix photo here

### APPLICATION FORM INTAKE \_\_\_\_ / 20 \_\_\_\_

MCAS Children and Youth Classes (DACCnDAYS)

- Please fill up all 4 sections.
- Please provide the necessary documents where applicable

#### SECTION A : Student's Particulars

Name (As In NRIC)

D.O.B

Age (2019)

Gender

MALE

FEMALE

Home Address

For mailing purposes

Postal

Home Number

Child's Contact Number (If Any)

Full-time School

Full-time School Level

#### SECTION B: Payment Methods

Please select your payment methods:

GIRO ( ) CASH ( )

Do you wish to combine the GIRO payments under same account (If applicable):

Yes ( ) No ( )

If YES, please provide details below:

Name of current sibling(s) in DACCnDAYS (If Any)	Current Level in DACCnDAYS

#### SECTION C : Student's Islamic Education Background (Please tick if applicable)

Have your child received Islamic Education before?

Yes ( ) No ( )

If YES, please provide details below (name of Institution / teacher ie;)

Does your child require special attention / assistance in learning?

Yes ( ) No ( )

If YES, please provide details below

A.D.H.D	A.D.D	AUTISM	DYSLEXIA	OTHERS, Please Specify: _____
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Does your child have any illnesses or allergies?

Yes ( ) No ( )

If YES, please provide details below

**SECTION D : Parents'/Guardians' Particulars (Compulsory for both)**

**Parent 1 / Guardian 1**

**Parent 2 / Guardian 2**

May include emergency contact point

**Full Name**

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**NRIC Verification**

<b>YES / NO</b>	<b>YES / NO</b>
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**Marital Status**

Please Tick One

Married	Divorced	Seperated
Single	Others	

Married	Divorced	Seperated
Single	Others	

**Relationship with child**

Please Tick One

Mother	Father	Step Mum
Step Dad	Others	
If others, please provide documents as proof of guardianship		

Mother	Father	Step Mum
Step Dad	Others	
If others, please provide documents as proof of guardianship		

**Religious Status (tick 1)**

Born Muslim	Convert	Other Faith

Born Muslim	Convert	Other Faith

**Contact No. (compulsory)**

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**Email Address (compulsory)**

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**Preferred Mode Of Contact**

E-MAIL		LETTERS		SMS	
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**APPLICATION FORM FOR INTERBANK GIRO (For Non-OCBC Customer)**  
**FOR APPLICANT'S COMPLETION (Fill in the spaces indicated with, '\*')**

**Important Note:**

- No liquid paper or correction tape can be used
- All amendments needs to be cancelled & signed
- Ensure Signature is clear & similar to your Financial Institution's record (IMPORTANT)

Date:

Name of Billing Organisation ("BO"):

\*

\* THE MUSLIM CONVERTS' ASSN OF S'PORE

To: Name of Financial Institution:  
 (e.g POSB/DBS/Maybank etc.) (Non-OCBC)

Billing Organisation's Customer's Name  
 (Account Holder's Name as in Bank Book):

\*

\*

Branch:

Billing Organisation's Customer's Reference Number  
 (Account holder NRIC NO):

\*

\*

- (a) I/We hereby instruct you to process the BO's instructions to debit my/our account.  
 (b) You are entitled to reject the BO's debit instruction if my/our account does not have sufficient funds and charge me/us a fee for this. You may also at your discretion allow the debit even if this results in an overdraft on the account and impose charges accordingly.  
 (c) This authorisation will remain in force until terminated by your written notice sent to my/our address last known to you or upon receipt of my/our written revocation through the BO.

My/Our Name(s):  
 (Account Holder's Name as in Bank Book)

My/Our Contact (Tel/Fax) Number(s):

\*

\*

My/Our Account Number:

Signature(s)/Thumbprint(s)\*:  
 (As in Financial Institution's records)

\*

\*

**PART 2: FOR BILLING ORGANISATION'S COMPLETION**

Swift BIC	Billing Organisation's Account No.	Billing Organisation's Customer Reference
CIBBSGSGXXX	2 0 0 0 4 1 1 3 0 5	
	Account No. to be debited.	

**PART 3: FOR FINANCIAL INSTITUTION'S COMPLETION**

This Application is hereby REJECTED (please tick) for the following reason(s):

- |   |   |
|---|---|
| <input type="checkbox"/> Signature/Thumbprint# differs from Financial Institution's records | <input type="checkbox"/> Wrong account number                     |
| <input type="checkbox"/> Signature/Thumbprint# incomplete/unclear #                         | <input type="checkbox"/> Amendments not countersigned by customer |
| <input type="checkbox"/> Account operated by signature/thumbprint #                         | <input type="checkbox"/> Others: _____                            |

\_\_\_\_\_  
 Name of Approving Officer

\_\_\_\_\_  
 Authorised Signature

\_\_\_\_\_  
 Date

\* For thumbprints, please go to the branch with your identification.

# Please delete where inapplicable

