



## QURAN CLASS ONLINE/ON-SITE POLICY

*The Holy Prophet Mohammad (s.a.w) has stated:  
"The best amongst you is he who learns the Quran and teaches it"*

Please note that these rules are in place to ensure proper attendance and punctuality as well as respect for the teacher's time and effort and to guarantee that our students progress successfully in the holy Quran.

- 1) Students in the beginner or intermediate levels must sign up for at least *two* sessions per week and no less to ensure their progress.
- 2) Parents are required to follow up with their children's homework and ensure they are keeping up with the teacher's requests and expectations. At times, parents are asked to sit with their child and print out given worksheets. Parental support is crucial especially for young beginners.
- 3) Students are asked to wear earphones/headphones if they have female teachers and there is a non-mahram male in the vicinity. Students with female teachers are not to be accompanied by their male guardians in an online class.
- 4) Sessions might sometime be recorded strictly for training purposes. If any parents have issues with this, please contact the coordinator Sr. Zainab Ghannawi to address your concerns.
- 5) If a student doesn't show up for class, the teacher will try to contact the student, and if that fails, will wait 15 minutes into the class then end the class.
- 6) If your child is going to be missing a class, you are required to call/e-mail or text message the teacher at least one day before their scheduled class to reschedule. Rescheduling of missed classes must occur within the same month. Please note that we are still teaching on statutory holidays so you must inform us if you are going to be absent on those days as well.
- 7) Students who miss a session without giving us at least one day notice will lose the chance to reschedule and will not be reimbursed the fees for that session.
- 8) Quran fees (*Hadiya*) must be paid in advance on a monthly basis on or before the first session of the month. When making the payment please make sure your intention (*niyyah*) is that it's a hadiya for the Quran.
- 9) Teachers have records of students' attendance, so class fees are calculated based on these records, however, that does not mean they are free of error. Therefore, we ask that you calculate the total fees owing along with the teacher so there is no misunderstanding.
- 10) When using Paypal to make payments, please set us up as a friend or relative so no extra fees are charged.
- 11) Technical issues: if there is a lack of good internet connection or lagging connection during a session, no extra time will be given to compensate. This is the reality of online learning, and we expect parents/students to understand that sometimes these issues are out of our control. However, the teacher will do their best to ensure a stable connection, but if a lot of time has been wasted, it is up to the teacher to reschedule the session.

We thank you for your cooperation and understanding. If you have any questions or concerns please reach out to us and we are a happy to help. Jazakumullah Khair.

Wassalaam

Your dedicated

*Al-Bayan Quran Academy Admin*