

Admissions and Enrolment Policy

1. Purpose

This purpose of this policy is to set out the guidelines for applicants for Al-Mahdi Institute's (AMI) admissions process, as well as outline the details for payment of student fees, refunds, and the allocation of scholarships for the Hawza programme and the MA programme at the University of Birmingham.

2. Scope

This policy is for applicants seeking admissions on the AMI Hawza programme and for applicants looking to apply for the master's programme at the University of Birmingham.

3. Admissions and Enrolment

- 3.1 AMI's courses are open to anyone to enrol on. However, there are several conditions prospective students must meet.
 - 3.1.1 Students must be aged 18 or over. This is due to the sensitive nature of some of the material covered.
 - 3.1.2 Students must have completed secondary school education or equivalent.
 - 3.1.3 Students must be able to recognise Arabic letters.
- 3.2 There is no requirement for students to provide AMI with certificates or personal identification from previous study to enrol on the courses. However, this may be requested at the discretion of the Education Manager.
- 3.3 When personal identification or certification is requested, if it is not in English, a translation may be required.
- 3.4 Students have 365 days from the day of enrolment to complete any courses they are enrolled onto.
 - 3.4.1 Failure to complete any course within one year of enrolment will necessitate re-enrolling on the course. If students would like to re-enrol onto the same course, they are able to ask for an additional fee waiver to bring the cost down to re-enrol.

4. Tuition Fee Policy:

- 4.1 AMI charges course fees for its HP from level one to four.
 - 4.1.1 Course fees can vary depending on inflation.
- 4.2. Students can benefit from discounts offered on courses throughout the year, as well as the availability of financial waivers for applicants facing financial difficulties. Within the limits of AMI's resources, it is committed to making its courses on the Hawza programme available to applicants who fit the aforementioned prerequisites, regardless of means, and aims to offer financial support whenever possible.

5. Refund Policy:

- 5.1 Students are able to obtain a full refund if they have viewed fewer than two hours of recordings. If students have viewed more than two hours of recordings, then there is no refund available to them.
- 5.2 A twenty percent administrative fee is deducted from all refunds.

6. Scholarship Policy:

- 6.1 Students are able to apply for the MA Programme at the University of Birmingham (UoB) once they have gained the required 450 credits of the HP.
 - 6.1.1 Once students have acquired a sufficient number of credits from the HP they are able to apply for AMI's scholarship to fund their MA programme.
 - 6.1.2 Students may benefit from either a partial scholarship which covers their tuition fees for the MA or a full scholarship which covers their tuition fees, accommodation at AMI and a monthly stipend of £200. Three full scholarships are awarded to eligible students for the MA programme.
- 6.2. Students successfully enrolled onto the MA programme at UoB must follow the policies and procedures of UoB which can be found [here](#). It is the responsibility of the student to be aware of the policies and procedures of both AMI and UoB (if an MA student) as policies can be changed and revised whenever required.

7. MA Enrolment

- 7.1 AMI students wishing to enrol onto the MA programme once they become eligible must first contact the Education Manager to inform them of their intention to apply for the MA.

- 7.2 The Education Manager will provide students with guidance on where to apply as the MA application is handled entirely by UoB.

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