

Madina Academy

We raise children. Higher.

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

April 2020

Dear Parents,

السلام عليكم ورحمة الله وبركاته

Attached please find the re-enrollment form as well as the tuition contract for the upcoming academic year **2021-2022**. If your child is returning to Madina Academy, please fill out the form, sign the tuition contract, and return it to the office no later than **June 10th, 2021**. If you are enrolling new students, please pick up a Registration Form from the office. Please indicate any change of address or contact information. *Forms and tuition contracts not fully completed and signed will not be accepted.*

Tuition Rates 2021-2022

Book Fee Non-refundable	\$350/ Per Child	Due by June 10th, 2021 Online to Smart Tuition
Activities Fee Non-refundable	\$150/ Per Child	Due by June 10th, 2021 Online to Smart Tuition
Technology Fee Non-refundable	\$85/ Per Child	Due by June 10th, 2021 Online to Smart Tuition
Smart Tuition Fee Non-refundable	\$50/Family*	Due by June 10th, 2021 Online to Smart Tuition
Tuition 1st Child	\$5670 / Child	Due in accordance with selected payment plan
Tuition 2nd Child	\$4536 / Child	
Tuition 3rd child and beyond	\$3969 / Child	

Late fee of \$100 will be charged if all of the above-mentioned school fees (excluding) are not paid by Due by June 10th, 2021.

We ask that you carefully read the attached Tuition Contract.

In case of any questions, please feel free to contact the school administration.

It is very important that the information on your child's enrollment form be kept up to date. Please indicate any additional information or changes that need to be made to your current enrollment form.

(If there are a number of changes, please contact the Madina Academy office for a new enrollment form.)

Please list the changes as needed:

Address Change:

Phone Number(s):

E-mail Address:

Medical Information:

Guardian: Yes No

Parents' Martial Status:

Any other changes:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------

Father's/Guardian's

Last Name First Name Signature Date

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------

Mother's/Guardian's

Last Name First Name Signature Date

Administrator's Signature:

For Office Use Only:

Application Reviewed By: <input type="text"/>
Date Received: <input type="text"/>
Remarks: <input type="text"/>



TUITION CONTRACT 2021-2022

I (we) clearly understand and accept the Tuition Policy as outlined by the Board of Education (“Board”) of the Academy.

I (we) understand that there is a separate fee of \$100 per student for admission testing for new student, \$350 per student for books, \$150 activity fee per student, \$85 technology fee per student and \$50 smart tuition fee per family (only for families with payment plans) all due June 10th 2021.

Please select one of the following three payment options:

1- It is mutually agreed that the tuition for the student named will be paid in full at the beginning of the school year.

OR

2- I/ we are not in a position to pay the tuition at the beginning of the year; it will be paid in 3 installments according to the following payment plan of three installments;

<u>Amount due by</u>	<u>1st Child</u>	<u>2nd Child</u>	<u>Additional Children (cost per child)</u>
<u>*August 1st 2021</u>	\$1,890	\$1,512	\$1,323
<u>*January 2nd 2022</u>	\$1,890	\$1,512	\$1,323
<u>*April 1st, 2022</u>	\$1,890	\$1,512	\$1,323
Total:	\$5,670	\$4,536	\$3,969

3- I/we request a **special payment plan**. We are able to pay the tuition in **10 installments, (August 1st, 2021 – May 25th 2022.**

(The 1st installment is due on August 1st, 2021 and the last (10th) installment is due on May 25th, 2022.

Furthermore, I (we) agree to abide by the tuition policies and deadlines as outlined above and take full responsibility for any delinquent amounts that may be owed by us. I (we) also understand and agree that in case of a delinquent account my child (ren)’s records will not be released to any third party (including other educational institutions). I (we) have also read and understand the Student Withdrawal Policy stated in the Madina Academy Handbook. If I (we) withdraw our child(ren) from the Academy for any reason, we agree to pay the tuition in full per this agreement.

If it is necessary to employ a professional collection agency and/or attorney to enforce or to collect a judgment based upon this agreement, I / we will be responsible for paying all expenses accrued including, but not limited to, collection agency fees, court fees and attorney fees.

Tuition Withdrawal Policy:

1. **Parents will be liable for 25% of annual tuition fees if student(s) withdraw by September 30th 2021**
2. **Parents will be liable for 50% of annual tuition fees if student(s) withdraw by November 30th 2021**
3. **Parents will be liable for 100% of annual tuition if student(s) withdraw after November 30th 2021**
 - **All other non-tuition related fees (admission fees, re-enrollment fees, book fees, activity fees, technology fees, Smart Tuition fees) will be non-refundable in any of the above cases.**

Father's (Guardian's) Name:

Mother's (Guardian's) Name:

Names of other children if attending Madina Academy:

Physical Mailing Address:

Telephone: Home / office/ mobile:

Father's (Guardian's) Signature

Date

Mother's (Guardian's) Signature

Date

Family Physician Name and Tel:

Person to call in case of emergency besides parents:

No	NAME	TEL #	RELATIONSHIP
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>

Any allergies or medical conditions we should know about:

*** IN CASE OF A REAL EMERGENCY 911 WILL BE CONTACTED FIRST THEN THE FAMILY MEMBERS WILL BE INFORMED IMMEDIATELY AFTERWARDS.**



Release Form – 2021-2022

For the security of all students at Madina Academy we will be only releasing students to authorized persons. Please list the names of people who are allowed to pick up your child(ren). Madina Academy will not be releasing your child to anyone who is not on the list. Please include the names of people who you think will be picking up your child from time to time and in emergencies.

Child's Name: Grade:

No.	Name	Relationship	Phone #
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>

Parent's/Guardian's Name:

Signature:

Date:

Photograph/Video Authorization 2021-2022

On occasions, the school faculty may take photographs and videos during field trips and school events. These photos and videos are used for classroom scrapbooks, the yearbook, promotional displays, local newspapers, social media posts (such as Facebook), school website, and our school YouTube channel.

If you do not wish to have your child's photograph/video taken for these above purposes, we ask that you indicate that below. *If we do not receive this completed form, we will assume consent.*

Internet and Email Usage Authorization

Students from Pre-K will use electronic devices in classrooms to enhance their learning experiences. Students in grades 4 and up will be issued a school email account. This email will be used for communication with teachers, collaborate with classmates on class work and projects, and to log into educational websites. Students need to understand that access to the internet and email is a privilege and with privilege comes responsibility. Therefore, it is important for students to accept responsibility for their behavior. We would like to emphasize that:

- The students will be closely monitored by the teacher while using the internet.
- Only educational websites will be allowed and selected by the teacher.
- Students are expected to work within the guidelines and expectation given to them by the teacher.
- Any student who violates any of the above policies will be denied access to the internet for two weeks following the incident and parents will be notified.
- Any Student who exchanges inappropriate websites that he/she may have access to outside the school will face a penalty that will range from after school detention to being suspended from school for a period that will be determined based on the severity of the violation.

We would like to make sure that our students are computer literate. We will make sure that the internet gets used properly and no violations will be tolerated.

Do you give permission for your child: **to have his/her picture and video taken and used for educational and promotional purposes while at school?**

Yes

No

Do you give your child: **permission to have an email account and use the internet at school for educational purposes under the supervision of the teacher?**

Yes

No

Parent/ Guardian's Signature:

Date: