

Madina Academy Upper School

Re-Enrollment & Verification of Information

2021-2022

In order to estimate enrollment for the next school year (2021-2022), we request that you indicate to us whether you wish to re-enroll your child(ren) at Madina Academy ("Academy").

I / we **do not** wish to re-enroll my child/ren at Madina Academy for the academic year 2021-2022. I understand that the Academy may assign the seat to other students.

.....OR.....

I / we **wish** to re-enroll my child/ren at Madina Academy
Student's Name
for the Academic year 2021-2022.

Please note that upon receipt of this re-enrollment form. The fees for 2021-2022 school year are as follows: the annual tuition of \$6,894 (\$3,447 for dual enrollment) in accordance to the selected payment plan, an annual book user fee of \$400 (\$200 for dual enrollment), \$85 technology fee and \$50 Smart tuition fee for the 2020-2021 academic year for the student. The fees are NON-refundable All fees must be paid by June 10th, 2021. Late fee of \$100 will be charged if fees are not paid by above mentioned date.

I/ we understand that admission to Grade 9/10/11/12 (circle one) will be contingent on the successful completion of the current year's academic requirements; the recommendation of the current year class teacher as indicated on the child's final progress report; and full payment of any outstanding balance. I / we understand that this form is *not* a confirmation of re-admission.

I also verify that all the information given in my child's initial registration documents is still valid. In case of any changes, I am submitting new and updated information in the second page.

I agree to abide by all the policies established in the Handbook (which can be accessed from www.MadinaAcademy.org) or which are otherwise established from time to time by the Board.

I hereby affirm that, to the best of my knowledge, all statements made herein are true and complete.

<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

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"/>

Madina Academy Upper School

TUITION CONTRACT 2021-2022

I (we) have reviewed the attached Tuition Policy and have been given an opportunity to seek explanation for anything that needed to be clarified. I (we) clearly understand and accept the Tuition Policy as outlined by the Board of Education ("Board") of the Academy.

It is mutually agreed that I (we) will pay the annual tuition of \$6,894 *(\$3,447 for dual enrollment)* in accordance to the selected payment plan, admission fee of \$100 for new students, an annual book user fee of \$400 *(\$200 for dual enrollment)*, \$85 technology fee and \$50

Smart tuition fee for the 2021-2022 academic year for the student named .

Indicate one option from the two presented below:

Option 1 It is mutually agreed that the balance will be paid in full at the beginning of the school year.

OR

Option 2 The balance is paid in accordance with a payment plan payable through Smart Tuition.

I / we understand that the tuition policy and contract for the Upper School differs from that of the Elementary/Middle school.

Furthermore, I (we) agree to abide by the tuition policies and deadlines as outlined above and take full responsibility for any delinquent accounts 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 by us to any other third party (including any other educational institution).** I (we) have also read and understand the **Student Withdrawal Policy: *** If I/(we) withdraw our child(ren) from the Academy for any reason, we agree to pay the tuition in full per this agreement.** .

*** Delinquent Accounts: Three tuition reminders will be emailed to parents that have not paid their account according to the payment plan set up at the time of registration. In this case, students will not be allowed to attend classes until all overdue fees are paid in full also, students with delinquent accounts will not be eligible for readmission for the next academic year.**

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, book 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:

Physical Mailing Address:

Telephone: Home:

Father's Work:

Mother's Work:

Father's Cell:

Mother's Cell:

Father's (Guardian's) Signature

Date

Mother's (Guardian's) Signature

Date

Office use only:	
Date Rec'd: <input type="text"/>	Student Name: <input type="text"/>
Received by: <input type="text"/>	Administrator's Signature: <input type="text"/>
Comment: <input type="text"/>	

Madina Academy Upper School

Emergency Contact Form 2021-2022



Today's Date:

STUDENT NAME:
Last First Middle

GRADE:

Email Addresses:

Mother/Guardian:

Father/Guardian:

Student:

Street Address:

Home Tel:

Father's full name:

Father's place of employment:

Father's Work Tel:

Father's Cell Tel:

Mother's full name:

Mother's place of employment:

Mother's Work Tel:

Mother's Cell Tel:

Family Physician and Tel:

Person to call in case of emergency:

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.**

Madina Academy Upper School

Release Form 2021-2022



For the security of all students at the Upper School, 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.

Student'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:

Madina Academy Upper School

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 in Upper School will use electronic devices in classrooms to enhance their learning experiences. Students will also 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 polices 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: