

# Madina Academy Upper School

## Re-Enrollment & Verification of Information

2023-2024

To estimate enrollment for the next school year (2023-2024), we request that you indicate to us whether you wish to re-enroll your child(ren) at Madina Academy (“Academy”) or not.

I / we **do not wish to** re-enroll my child/ren  at Madina Academy for the academic year 2023-2024. 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 2023-2024.

**Please note that the fees for the 2023-2024 school year are as follows: the annual tuition of \$7,420 (\$3,710 for dual enrollment) in accordance with the selected payment plan, an annual book user fee of \$400 (\$200 for dual enrollment), \$125 technology fee and \$50 Smart tuition fee for the 2023-2024 academic year for the student. The fees are NON-refundable. All fees must be paid by June 9<sup>th</sup>, 2023. A 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](http://www.MadinaAcademy.org)) or which are otherwise established from time to time by the Board.

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

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Father’s/Guardian’s  
Last Name

First Name

Signature

Date

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Mother’s/Guardian’s  
Last Name

First Name

Signature

Date

**It is very important that the information on your child’s enrollment is kept up to date. Please indicate any additional information or changes.**

(If there are several 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**

## **Immunization and Physical Examination 2023/2024**

All students enrolling in Madina Academy must have an up-to-date immunization and physical record before they can start school.

**The influenza vaccine is mandated for all students entering into Madina Academy Preschool.**

**The Influenza vaccine needs to be administered to your child no later than December 1<sup>st</sup>, 2023.**

**\*\*\*There will not be any religious exemptions with regard to the Influenza vaccine for all preschool students\*\*\***

**All Students have to get a Covid test after summer vacation**

**Parent's Signature:**

**Date:**

# Madina Academy Upper School

## TUITION CONTRACT 2023-2024

I (we) have reviewed the attached Tuition Policy and have been allowed to seek an 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 \$7,420 \*(\$3,710 for dual enrollment) \* in accordance with the selected payment plan, admission fee of \$100 for new students, an annual book user fee of \$400 \*(\$200 for dual enrollment) \*, \$125 technology fee and \$50 Smart tuition fee for the 2023-2024 academic year for the named student.

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 differ 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 the school 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 collect a judgment based on 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:**

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1. Parents will be liable for 25% of annual tuition fees if student(s) withdraw by September 30th, 2023.
2. Parents will be liable for 50% of annual tuition fees if student(s) withdraw by November 30th, 2023.
3. Parents will be liable for 100% of annual tuition if student(s) withdraw after November 30th, 2023.

- All other non-tuition related fees (admission fee, book fee, technology fee, Smart Tuition fee) 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"/>	



## PARENT INSTRUCTIONS

Please use capital letters and print clearly.

1. **ENTER FAMILY INFORMATION:** Provide us with all of the requested contact information. If desired, use the "Additional Authorized Party" field to allow another person to access your tuition account information and make payments on the account. Be sure to include your email address, as we may contact you regarding important account information.

2. **SELECT A PAYMENT METHOD:** If you choose to pay by mail you will receive a bill that will be due on the date selected. Please mail your payment at least seven days prior to the due date. If you select Auto - Debit, Blackbaud Tuition Management will debit your bank or credit card account on the debit date selected. If you choose to pay from your checking account, please include a voided check to ensure the accuracy of your information. On the bottom of every check, there is a 9 digit routing number that represents your bank (example below). It is typically located on the left side of the bottom of the check. Blackbaud Tuition Management can not process automatic payments if the routing number is missing.

JOHN SMART  
123 Smart Street  
New York, NY 10004

No. 0123  
01-23456789

Date \_\_\_\_\_

Pay to the  
Order of \_\_\_\_\_ \$ \_\_\_\_\_  
DOLLARS

SMART BANK  
New York, NY 10004

Memo  
0123456789 01234567890123 0123

9 Digit Routing Number (required) Bank Account Number (required)

Please choose one of the due dates from the available dates provided. If you choose a due date not approved by your school, your account will default to the latest due date available.

3. **SELECT A PAYMENT PLAN:** Please choose one of the plans offered by your school by putting the letter of the plan in the box. Payment plans are made available by your school and cannot be changed by Blackbaud Tuition Management without school permission.

4. **ENTER STUDENT INFORMATION:** Please write the name and grade of the children who will attend this school.

5. **PLEASE READ AND SIGN:** Please review the terms and conditions. The Primary Bill Payer must sign the form.

[parent.blackbaud.school](http://parent.blackbaud.school)

## TERMS AND CONDITIONS

The policies below are Blackbaud Tuition Management general terms and conditions. Not all policies listed below may be applicable to your school but are representative of Blackbaud Tuition Management policies, in general. Terms and Conditions are subject to change.

Blackbaud Tuition Management receives, processes, and deposits your payments into your school's bank account. Our secure website and customer service center are available to assist in answering your questions about your tuition payment plan.

**REFUNDS:** Blackbaud Tuition Management does not issue cash refunds. Overpayments will be carried on your account and credited to future tuition payments. All reimbursements or refunds must be arranged with your school.

**CREDIT CARD PAYMENTS:** Payments made with your debit and/or credit card are subject to credit card convenience fees.

**LATE FEES:** A late fee may be assessed by your school if balances due are not paid and posted by your established due date.

**FOLLOW-UP SERVICE:** Any payment that is not received by Blackbaud Tuition Management by your due date is considered late and may receive a late fee. In the event that your account becomes delinquent, Blackbaud Tuition Management may provide your school a follow-up service where Blackbaud Tuition Management may contact you via mail, telephone, or e-mail. Your account may be charged an additional fee as a result of this service. This fee is in addition to any late fees charged by your school.

**FAILED PAYMENTS:** A fee of \$30.00 will be applied to your account for any failed auto-debit and failed check payments. Your bank may impose additional fees.

**AUTO-DEBIT TERMS (APPLIES TO AUTO-DEBIT ENROLLEES ONLY):** By signing this enrollment form you agree to authorize Blackbaud Tuition Management to debit your account on the scheduled dates as described on the reverse side. If your auto-debit due date falls on a weekend or holiday, your account will be debited on the following business day. You agree that if any such debit is dishonored, for any reason, Blackbaud Tuition Management shall have no liability for any fees charged to you by your financial institution. Blackbaud Tuition Management will automatically reattempt any failed debits approximately 10 days after their failure. This authority will remain in effect until Blackbaud Tuition Management receives your written instruction to cancel auto-debit service. To cancel or stop a scheduled auto-debit payment, you must contact Blackbaud Tuition Management no later than 3 business days prior to the scheduled payment at (888) 868-8828.

**PLEASE NOTE:** Payments received in the mail take 1 business day to post. Blackbaud Tuition Management is not responsible for delivery delays when payments are sent via US mail. Please allow at least 5-7 business days for delivery.

**TELEPHONE CONTACT:** You consent to allow Blackbaud Tuition Management to call and/or text any telephone number: (i) you have provided to Blackbaud Tuition Management; (ii) that you have provided to the school relating to your Blackbaud Tuition Management account; (iii) from which you called us; or (iv) which we obtained and reasonably believe we can reach you. You agree that Blackbaud Tuition Management may call and/or text any of these telephone numbers with an automatic telephone dialing system, and calls may include an artificial/prerecorded voice message. By providing us with a telephone number, you represent that you are either the subscriber or regular user of the telephone number. You further agree to notify us immediately if any telephone number you provide to us is no longer used by you.

**BLACKBAUD TUITION MANAGEMENT PRIVACY POLICY:** We do not disclose any personal information about our families to anyone, except as permitted by law. Blackbaud Tuition Management has adopted numerous procedures to protect the confidentiality of school and family information. We adhere to the Payment Card Industries Standard for storing family information.

**BLACKBAUD TUITION MANAGEMENT SECURITY POLICY:** Access to your personal and account information is restricted to those employees who need to know that information as part of their job, to service your account, or to provide products and services to you. We maintain physical, electronic, and procedural safeguards that are reasonably designed to guard your non-public personal information. We adhere to the Payment Card Industry Data Security Standard (PCI DSS). The Payment Card Industry Data Security Standard (PCI DSS) is a proprietary information security standard for organizations that handle branded credit cards from the major card schemes including Visa, MasterCard, American Express, and Discover.

# Blackbaud Tuition Management & Your School Have Formed A Partnership



## That Benefits Your School, Your Child, And You.

Please return completed form  
to your school immediately.

If you have any questions regarding  
this form, contact Blackbaud Tuition  
Management at:

**1-888-868-8828**

# Madina Academy Upper School

## Emergency Contact Form 2023-2024



Today's Date:

STUDENT NAME:     
Last First Middle

GRADE:

### Email Addresses:

Mother/Guardian Email:

Father/Guardian Email:

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 2023-2024



For the security of all students at the Upper School, we will be releasing students to the authorized people only. Please list the names of people allowed to pick up your child(ren). Madina Academy will not be releasing your child to anyone not specified 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

2023-2024

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), the school website, and our school YouTube channel.

If you do not wish to have your child's photograph/video taken for the above purposes, please 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 to communicate with teachers, collaborate with classmates on classwork and projects, and logging in to educational websites. **Students need to understand that access to the internet and email is a privilege, and with privilege comes responsibility. Therefore, students need 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 selected by the teacher will be allowed.
- 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 want 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.

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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: