



MIA

2301 Plymouth Road
Ann Arbor, MI 48105
(734) 665-8882

Michigan Islamic Academy

"...AND SAY: LORD, INCREASE ME IN KNOWLEDGE"

Enrollment Application Package Academic Year 2010-2011

- The Enrollment Application Package includes:
 - Enrollment Agreement (EA)
 - Tuition Table
 - Emergency Procedure form
- Fill out the attached Enrollment Agreement (EA) and return it to MIA's office no later than May 3rd, 2010 to take advantage of a reduction in registration fees.
- Note that submitting an Enrollment Agreement (EA) sheet does not guarantee a spot for your child (ren) at MIA. To secure a spot for your child (ren) before classes begin, you must formally register your child (ren) at MIA.
- **To register your child**, please sign the Enrollment Agreement and submit it to MIA's office along with the registration fees. The enrollment agreement must be signed and the full amount of registration fees and first installment must be paid before the child (ren) may attend classes.
- Note that the Enrollment Agreement details your financial obligations towards MIA. Keep a copy of the Enrollment Agreement for your records or ask the MIA office for a copy.
- Registration fees are \$300 per child for Pre-K through 8th grade and \$400 per child for 9th through 12th grade. There is an early registration period that ends on May 3rd, 2010. If you register your child within this period, registration fee will be reduced to \$250 (PreK-8th grades) and \$350 (9th-12th grades) per child.
- **MIA strongly encourages early registration.** In order to guarantee a spot for your child at the school, the Enrollment Application must be signed and the registration fees must be paid on or before May 3rd. In Addition, first monthly tuition installment must be paid by August 20th, 2010.



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ENROLLMENT AGREEMENT Academic Year 2010-2011

Tuition

STUDENT GRADE	Tuition in US Dollars
Montessori (Pre-K and KG)	\$ 4,620 (No Discount for Pre-K and KG)
First – Twelfth (1 st – 12 th)	\$ 4,200.00

Please note:

Families with multiple siblings attending MIA might be eligible for tuition discount. Please refer to the Tuition Table sheet for details.

Student Information:

Name of student(s) to be enrolled:

- _____ Date of birth: _____ Grade in 2010-2011: _____
- _____ Date of birth: _____ Grade in 2010-2011: _____
- _____ Date of birth: _____ Grade in 2010-2011: _____
- _____ Date of birth: _____ Grade in 2010-2011: _____

Have any of your children had an Individualized Educational Plan (IEP)? Yes No

If yes, please attach a copy to the application.

Have any of your children had any scholastic or disciplinary difficulties? Yes No

If yes, please explain on a separate sheet of paper.

Is there anything about the sequence of your child's schooling that we should know? Did your child ever skip or repeat a year? Was your child ever suspended, put on probation or asked to withdraw from school? If so, please explain the circumstances.

Is there anything else that we should know that will better help us in working with your child?



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Family Information:

Father's Name: _____ Occupation: _____

Mother's Name: _____ Occupation: _____

Home Address: _____

Home Phone #: _____ Work: _____ Cell: _____

Email Address: _____

Emergency Contact Name and Phone Number _____

Is English the primary language spoken at home? Yes No

I am interested in bus/van transportation services for my children, if available. Yes No

The student will not be allowed to register or attend school if emergency information is not provided along with all medical requirements, which include student chart, medical physician(s) and hospital name in case of an emergency.



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Please read the following terms of agreement carefully:

1. I understand that upon acceptance of this Enrollment Agreement by both parties and payment of registration fees, a place will be reserved in the school for the above named student(s).
2. The undersigned agrees to the following:
 - a) **Responsibility for Tuition:**
 - i. If a parent chooses to withdraw a child after the beginning of the school year, it is the ethical and legal responsibility of the parents to pay 25% of the remaining tuition for the entire academic year. If a child is expelled from the school due to behavior problems or very poor academic progress, the parents are ethically and legally responsible for 25% of the remaining tuition of the entire academic year.
 - ii. If the undersigned is granted financial aid from the school, then tuition payments will be adjusted accordingly.
 - b) **Tuition Payment Policy:**
 - i. It is the policy of Michigan Islamic Academy that the full tuition amount may be divided over a maximum of 9 installments to be paid monthly. First installment is due on August 20th, 2010, the second installment is due on October 1st, 2010, and the last installment is due on May 1st, 2010.
 - ii. Payments after the first installment mentioned above are due on the 1st of every month. Each monthly tuition payment is to be made no later than the 5th of the month. In the event that the amount has not been paid by the 5th, a **\$25 late fee charge** is to be paid directly to the office. If the tuition amount is still not received by the 15th of the month, a warning letter will be issued to the parents. If no action is taken by the parent 30 days after the original payment due date, their child(ren) will not be admitted until a payment is received or a payment plan has been arranged between the parents and the school board.
 - iii. MIA board reserves the right to change the number and span of tuition payments within an academic year. Parents will be informed in advance of any changes to current policy.



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c) Refund Policy:

- i. Tuition payments and registration fees are non-refundable. If parents elect to withdraw their child(ren) from the school before the 1st day of class and registration fees and 1st monthly tuition installment have already been paid in full, then only 50% of the received registration fees and 50% of the 1st monthly tuition installment will be refunded. The rest of the paid installments (if any) will be refunded in full
 - ii. If parents elect to withdraw their child(ren) from the school after the beginning of the school year, the 25% tuition penalty (described previously in section-a) applies
- d) For students who wish to take end-of-year exams earlier than scheduled, a request must be submitted in writing to the school administration at least one month before taking the tests. Upon approval of the request, **the school will charge each student \$100 to prepare the tests for all subjects.**
- e) If MIA decides to extend enrollment into the Montessori (Pre-K) program to part-time enrollment, then switching from full-time to part-time or vice versa will be subject to space availability and prior approval by school administration.

3. I understand that in signing this Enrollment Agreement for 2010-2011 academic year, I accept the rules and regulations of Michigan Islamic Academy as well as the payment schedule set forth herein.

I have read and understood the terms of this agreement.

Name (Print)

Parent /Legal Guardian
Relationship (please circle one)

Signature

Date



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APPLICATION CHECKLIST

- Immunization records
- Birth Certificate
- Health appraisal
- Copy of Individual Educational Plan, I.E.P. (if applicable)
- Copy of current report card
- Photograph release
- Release of student records

For Applicants to the High School:

- Copy of current report card/transcript
- Math or science teacher recommendation
- Graded writing sample (e.g. essay)
- English teacher recommendation
- ACT/SAT scores (if applicable)