



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

# Michigan Islamic Academy

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

## Re-Enrollment Application Package Academic Year 2010-2011

- The Re-Enrollment Application Package includes:
  - Re-Enrollment Declaration Sheet (REDS)
  - Enrollment Agreement (EA)
  - Tuition Table
- We request that you fill out the attached REDS and return it to MIA's office no later than April 15<sup>th</sup>, 2010. Your feedback helps the school in planning for next academic year.
- Note that submitting the REDS 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 (EA) 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 securing a position for the child(ren).
- 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.
- Regular registration fees are \$300 per child for Pre-K through 8<sup>th</sup> grade, and \$400 per child for 9<sup>th</sup> through 12<sup>th</sup> grade. There is an early registration period that ends on May 3<sup>rd</sup>, 2010. If you register your child within this period, registration fees will be reduced to \$250 (PreK-8<sup>th</sup> grades) and \$350 (9<sup>th</sup>-12<sup>th</sup> 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 3<sup>rd</sup>. In Addition, first monthly tuition installment must be paid by August 20<sup>th</sup>, 2010.



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## Re-Enrollment Declaration 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 <sup>st</sup> – 12 <sup>th</sup> )	\$ 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.

**Please √ the appropriate Box**

**Yes, I intend to re-enroll my child(ren)**  
at MIA for the 2010-2011 academic year. Please reserve a place for my children.

Name/s of *returning* students:

1. \_\_\_\_\_ Grade: \_\_\_\_\_
2. \_\_\_\_\_ Grade: \_\_\_\_\_
3. \_\_\_\_\_ Grade: \_\_\_\_\_
4. \_\_\_\_\_ Grade: \_\_\_\_\_

I will also register *new* students.

1. \_\_\_\_\_ Grade: \_\_\_\_\_
2. \_\_\_\_\_ Grade: \_\_\_\_\_
3. \_\_\_\_\_ Grade: \_\_\_\_\_

**Yes, I am interested in bus/van transportation services for my child(ren)**



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**No**, I do not intend to re-enroll my child(ren) at MIA

If your answer is **NO**, then please indicate the reasons why:

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Would you like a member of the MIA board or school administration to contact you to discuss the matter with you?

No

Yes



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Please fill out if any of the information below has changed, and submit it along with the re-enrollment package.

## Family Information:

Father's Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Address : \_\_\_\_\_

Phones: Home \_\_\_\_\_ Business \_\_\_\_\_ Cell: \_\_\_\_\_

Email Addresses: \_\_\_\_\_

Additional Information: Cell / Phone: \_\_\_\_\_

**Emergency Contact Name and Phone Number** \_\_\_\_\_



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## Enrollment Agreement

Academic Year 2010-2011

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: **(Please Read Carefully)**
  - 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, 2011.
    - ii. Payments after the first installment mentioned above are due on the 1<sup>st</sup> of every month. Each monthly tuition payment is to be made no later than the 5<sup>th</sup> of the month. In the event that the amount has not been paid by the 5<sup>th</sup>, a **\$25 late fee charge** is to be paid directly to the office. If the tuition amount is still not received by the 15<sup>th</sup> 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 1<sup>st</sup> 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.



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**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.**

Please return this sheet to MIA office no later than May 3, 2010. To secure a spot for your child(ren) before classes begin, you must formally register your child(ren).

**I have read and understood the terms of this agreement.**

\_\_\_\_\_  
Name (Print)

Parent / Legal Guardian  
Relationship to students (please circle one)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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## APPLICATION CHECK LIST

- 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 recommendation letter
- Graded writing sample (e.g. essay)
- English recommendation
- ACT/SAT scores (if applicable)



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