



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 2011-2012

- The Re-Enrollment Application Package includes:
  - Re-Enrollment Declaration Sheet
  - Tuition Table
  - Terms of Agreement
- Note that submitting the 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 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.
  - i. 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. 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 September 6, 2011, the second installment is due on October 1st, 2011, and the last installment is due on May 1st, 2012. There is a \$5.00 processing fee for checks and cash, to be added to your tuition payments.

## Re-Enrollment Declaration Academic Year 2011-2012

### Tuition

STUDENT GRADE	TUITION IN US DOLLARS
Montessori (Pre-K and KG)	\$ 4,850.00 (No Discount for Pre-K and KG)
First – Twelfth (1 <sup>st</sup> – 12 <sup>th</sup> )	\$ 4,400.00

Please note:

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



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## Terms of Agreement

### 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:**
    - ii. 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 **September 6, 2011**, the second installment is due on **October 1st, 2011**, and the last installment is due on **May 1st, 2012**. There will be a \$5.00 fee to process all check and cash payments. Please add this to your payment.
    - iii. 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 this date falls on a holiday, or a non-school day, prior payment arrangements should be made. If this 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.
    - iv. 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 leave school earlier than scheduled, a request must be submitted in writing to the school administration at least one month before. Upon approval of the request, **the school will charge each student \$100.00 to prepare the tests for all subjects.**
- e) **\* New at MIA:** In an effort to engage parents in school improvements, and due to the continuous need for resources that support the school administration and the PTO organization, as it is customary in other schools in the area, MIA requests that each family contribute 10 hours of voluntary work in each academic year. This could be in the form of assisting teachers, helping out in the school office, monitoring lunch, chaperoning, preparing class materials from home, etc. Parents are asked to give a deposit of \$100 at the time of registration for Parent Volunteer Hours. When the signed Parent Volunteer Hour Form is submitted to the office, the \$100 deposit will be reimbursed to parents. All deposits are 100% refundable upon completion of Volunteer Hours. Families have the option of opting out of this service under the condition that they contribute \$100 to the PTO.
3. I understand that in signing this Enrollment Agreement for 2011-2012 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 to students (please circle one)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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Please ✓ the appropriate Box

Yes, I intend to re-enroll my child(ren)  
at MIA for the 2011-2012 academic year. Please reserve a place for my children.

Name/s of *returning* students:

- |    |       |             |              |
|----|-------|-------------|--------------|
| 1. | _____ | D.O.B _____ | Grade: _____ |
| 2. | _____ | D.O.B _____ | Grade: _____ |
| 3. | _____ | D.O.B _____ | Grade: _____ |
| 4. | _____ | D.O.B _____ | Grade: _____ |

I will also register *new* students.

- |    |       |             |              |
|----|-------|-------------|--------------|
| 1. | _____ | D.O.B _____ | Grade: _____ |
| 2. | _____ | D.O.B _____ | Grade: _____ |
| 3. | _____ | D.O.B _____ | Grade: _____ |

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 Address \_\_\_\_\_

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

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