

Michigan Islamic Academy

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

2301 Plymouth Road

Ann Arbor, Michigan 48105

Phone: 734-665-8882

Fax: 734-665-9058



Enrollment Application Academic Year 2011-2012

- The Enrollment Application Package includes:
 - Enrollment Agreement (EA)
 - Student and Family Information
 - Tuition Table
 - Terms of Agreement
 - Application Checklist
- Please complete the attached Enrollment Agreement (EA) and return it to MIA's office no later than September 6, 2011.
- Note that submitting an Enrollment Agreement (EA) application 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 \$300.00 per child for Pre-K through 8th grade and \$400.00 per child for 9th through 12th grade. The first monthly tuition installment must be **paid by September 6, 2011.**
- Early registration will begin on **April 25, 2011**, and will continue until May 20, 2011. Fees for early registration will be discounted to **\$250.00 per child** for Pre-K through 8th grade and **\$350.00 per child** for 9th grade through 12th grade.

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ENROLLMENT AGREEMENT

Academic Year 2011-2012

Student Information

Name of student(s) to be enrolled:

- 1. _____ D.O.B _____ Grade in 2011-2012: _____
- 2. _____ D.O.B _____ Grade in 2011-2012: _____
- 3. _____ D.O.B _____ Grade in 2011-2012: _____
- 4. _____ D.O.B _____ Grade in 2011-2012: _____

Is English regularly (most of the time) spoken at home? (Circle one) YES | NO
 If NO, then what is the language spoken at home? _____
 Assess the student's language proficiency in your opinion. (Check all that apply)
 Speaks no English Reads no English Writes no English
 Speaks limited English Reads limited English Writes limited English
 Speaks English well Reads English well Writes English well

Circle One: My child(ren) has/has not previously acquired any major behavioral violations such as suspension or expulsion. If yes, please indicate which child and explain:

- 1. _____
- 2. _____
- 3. _____

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Family Information:

Father's Name: _____ Occupation: _____

Mother's Name: _____ Occupation: _____

Address : _____

Phones: Home _____ Business _____ Cell _____

Email Address _____

Cell Phone: _____

Emergency Contact Name and Phone Number _____

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, physician(s) and hospital name in case of an emergency.

Tuition

STUDENT GRADE	Tuition in US Dollars
Montessori (Pre-K and KG)	\$ 4,850 (No Discount for Pre-K and KG)
First – Twelfth (1 st – 12 th)	\$ 4,400.00

Families with multiple siblings attending MIA may be eligible for tuition discount. Please refer to the Tuition Table handout sheet available in the school 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:**
 - 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 **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.
 - 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 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 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.
 - 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

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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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APPLICATION CHECK LIST

- Immunization Records
- Birth Certificate
- Health Appraisal
- Copy of Individual Educational Plan (I.E.P.) (if applicable)
- Copy of current report card/ transcript
- Photograph Release
- Release of Student Records
- Special Education Services
- Medication Administration Permission Form
- Student Internet/Computer Acceptable Use Policy
- Bus Policy - Student Drop Off Preference

For Applicants to the High School:

- Placement test in Math or Science (to be taken at time of admission)
- ACT/SAT scores (if applicable) and other assessment scores, e.g. Plan, Explore, MME