

IQRA ACADEMY

2010 – 2011

Student Registration Package



Grade: _____

Registered by: _____



Dear Parents:

As-Salaamu 'Alaikum,

The most precious gift Allah gives to parents is our children. He expects us to fulfill their rights and to raise them to be the best human beings they can be. He also expects us to raise our children in an environment where they learn to love and worship Allah. IQRA Academy provides a safe learning environment rooted in Islamic values, worship, and community. As we look to the coming year, we hope parents will continue working with us to develop our brilliant students into strong Muslims and capable leaders.

Please help us plan for the upcoming school year by following the listed dates and making sure you meet the deadlines given. We encourage you to register as soon as possible so we can order sufficient quantities of textbooks and supplies for the upcoming school term.

Registration and tuition fees will be as follows:

Registration:

Early Registration fee (Before May 31 st)	\$75
Registration fee (After May 31 st)	\$150

Testing Fees:

IOWA Testing fee	\$10
Placement Test fee	\$25

Book Fees & Materials:

Preschool (K3 & K4)	\$125
Kindergarten (K5)	\$150
Book fees (Grades: 1 st , 2 nd , 3 rd , 4 th)	\$175
Book fees (Grades: 5 th , 6 th)	\$200
Book fees (Grades: 7 th , 8 th , 9 th , 10 th , 11 th , 12 th)	\$250
Graduation fee: Kindergarten	\$50
8 th Grade	\$75
12 th Grade:	\$100

Annual Tuition Scale:

First Child	\$4,900
Second Child	\$4,500
Third Child & After	\$4,300

*Please note that payment of all registration, materials, and book fees are due before **August 1, 2010!***

NOTE:

- **Parent's Orientation is Sunday, August 22nd 2010.**
- **The First Day of School is Monday August 23rd, 2010 at 7:45 am.**
- Registration, materials, and book fees are nonrefundable.
- Individuals with previous outstanding 2009-10 tuition balances, MUST resolve their balances prior registering for the new school year.
- Please adhere to all application requirements. All supporting documents should be attached to the application.

Please contact the IQRA ACADEMY administration office at 340-772-4808 if you have any questions about registration.



Tuition Payment Contract

This is a financial contract between _____ and **IQRA ACADEMY**
(Name of Parent/Guardian)
for the purpose of collecting fees related to tuition.

Monthly tuition payments are due in advance on the first day of each month for a period of ten months. Payment must be received by the 5th of each month. (If a payment is not received by the 5th of the month, a written reminder will be sent). A child may be dismissed from the school if tuition is 30 days delinquent; this includes the 1st thru the 5th. Tuition is due in full for each month regardless of the number of days your child attended. If your child does not attend the school for any reason, including illness, **the payment will not be “dropped” and no compensation will be made for the hours missed.** Report cards and transcripts will not be released until all accounts are paid in full.

By signing this contract, I am stating that I have read and understood the above statements agreeing to abide by all policies and procedures of **IQRA ACADEMY** as outlined in this contract and in the “*IQRA Parent/Student Handbook.*”

Parent’s Signature: _____ Date: _____

NOTE: Student withdrawals must be submitted in writing to the office a month in advance.

For Office Use Only	
Account #: _____	
<i>Student Names:</i>	
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



Probationary Admittance Agreement

Student's Name: _____ Date: _____

Each new student is admitted to **IQRA ACADEMY** on a probationary basis. During this probation period of four weeks, the student will be tested and observed by the faculty for academic achievement, study habits, and learning and/or speech development.

If the student meets the academic and behavioral requirements of the school, he/she will be accepted as a regular pupil. Should the student not meet the school's basic requirements, the parents will be notified to withdraw the child from school. Those students showing behavioral problems or academic needs beyond our capacity to serve will be referred to another educational facility.

Parent's Signature: _____ Date: _____

NOTE: By signing this agreement you are stating you have read the above statement and will abide by it accordingly.



Student Medical History & Release Form

Child's Name: _____

Child's Physician: _____ Physician Telephone: _____

Does your child have any physical problems, mental health disorders, or developmental disabilities that would limit the child's participation in normal school activities? _____

Does your child have any allergies? Yes No

If yes, please explain in detail: _____

Are there any other special instructions to follow for the daily care of your child? Yes No

If yes, please explain: _____

give permission for my child to receive emergency medical care. He/she may be treated by emergency medical technicians and transported by ambulance to the nearest hospital for care.

[Please put a check mark in the box if you agree.]

Parent's Signature: _____ Date: _____



Student Dismissal Release Form

My child MAY NOT be released to ANYONE in my absence.

Are there any legal reasons for this? yes no *[Please provide necessary paperwork to be included in your child's file.]*

My child may be released to the following person(s) in my absence:

Name	Telephone Number	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____

Person(s) to contact in case of an emergency (if parents cannot be reached):

Name	Telephone Number	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

No child will be released to person(s) that are not listed above. Any arrangements with person(s) different from those listed above must be made 24 hours in advance and submitted in writing to the school office.

- *No child will be released to an older sibling to take care of until a parent arrives under any circumstance.*
- *As stated in the "IQRA Parent/Student Handbook," any child not picked up on time will be automatically sent to after school care and appropriate fees will be charged.*

I understand that my child must be picked up no later than 3:30 pm or additional late fees may be assessed.

Parent Signature: _____ **Date:** _____

APPENDIX A

PARENTS:
Please keep this for
your records!



20-21 Estate Mountain Frederiksted, VI 00840, Phone: (340) 772-4808 Fax: (340) 719-7063, E-mail: information@iqravi.org

Student Health/Immunization Records

Dear Parents,

Thank you for registering your child at **IQRA ACADEMY**. We strive to provide an outstanding educational experience in a safe, Islamic environment, *Insha'Allah*.

In order to register your child, you will need to complete the enclosed documents as accurately as possible. In addition to the enrollment documents, we will need the following:

1. Current Immunization Record.
 - Each child from grades K3 - 12 must complete the V.I. Health Form prior to enrollment. **Students will not be admitted until their health forms are fully complete**. Returning students must update this information each year.
 - This includes completion of necessary lab work for blood, urine, and stool results. A copy of the lab results must also be attached to the health form.
2. Copy of Birth Certificate.
3. Copy of Social Security Card.
4. Permission for transfer of records, *if applicable*.

Thank you once again and we look forward to being of assistance to your family in the coming years.

Sincerely,

IQRA ACADEMY Administrative Team

Iqra Academy admits students of any race, gender, religion, belief, national origin, or ethnic group to all the rights, privileges, programs, and activities generally accorded or made available at the school. It is the policy of Iqra Academy that no student will be denied access to programs, or services, or treated differently on the basis of race, gender, religion, belief, national origin, or ethnic group.

APPENDIX B

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TUITION FEE SCHEDULE

Payment Arrangements:

There are three tuition payment options: annually, semi-annually, and monthly. The appropriate payments are listed in the following table for each option and for each child enrolled.

Child	Monthly	Semi-Annually	Annually
1 st	\$490.00	\$2,450.00	\$4,900.00
2 nd	\$450.00	\$2,250.00	\$4,500.00
3 rd	\$430.00	\$2,150.00	\$4,300.00

Monthly tuition payments are due in advance on the first day of each month for a period of 10 months. Payment must be received by the 5th of each month. A child will be dismissed from the school if tuition is not received after 30 days of delinquency that includes the first 5 days. Tuition is due in full for each month regardless of the number of days your child attended to the school for any reason. If your child does not attend class (for any reason), ***the payment will not be dropped and no compensation will be made for the hours missed.***

Parents are required to sign a contract that shows specific information on payment arrangements and requirements. Parents who have genuine financial difficulties to pay their child's/children's tuition are responsible to communicate with a school administrator and request to make an alternative payment arrangement before the 30-day dead line of dismissal.

	Preschool K-3 & K-4	Kindergarten K-5	Grades: 1 st , 2 nd , 3 rd , 4 th	Grades: 5 th , 6 th , 7 th	Grades: 8 th , 9 th , 10 th , 11 th , 12 th
Registration	\$150.00				
Books/Materials	\$125.00	\$150.00	\$175.00	\$200.00	\$250.00
Tuition					
First Child	\$4,900.00				
Second Child	\$4,500.00				
Third Child & After	\$4,300.00				