

**Islamic Academy of Indianapolis**  
**711 South High School Rd.**  
**Indianapolis, IN 46241**  
**Tel: 317.820.5777**  
**Email: tawheedschoolindy@gmail.com**

**SCHOOL REGISTRATION**

Registration Type:

☐ PK3/ PK4      ☐ KG

☐ 1   ☐ 2   ☐ 3   ☐ 4   ☐ 5

☐ 6   ☐ 7   ☐ 8

**APPLICANT SECTION**

	FIRST NAME	LAST NAME	DOB	AG E	M/ F	CURRENT SCHOOL	CURRENT GRADE	Expected Grade	Allergies/ Medical Conditions
1									
2									
3									
4									

**PARENT/GUARDIAN SECTION**

<b>Father/Guardian Last Name:</b>		<b>First Name:</b>	
<b>Mother/Guardian Last Name:</b>		<b>First Name:</b>	
<b>Father Cell:</b>		<b>Work Phone:</b>	
<b>Mother Cell:</b>		<b>Work Phone:</b>	
<b>Father Email:</b>		<b>Mother Email:</b>	
<b>Home Address:</b>		<b>Home Phone:</b>	
<b>City/Town:</b>		<b>State:</b>	<b>Zip Code:</b>
<b>Home Email:</b>		<b>Work Email:</b>	

### AGREEMENT

Please submit a copy of the birth certificate and immunization records for each child. An official transcript of grades, attendance records, and discipline/conduct forms must be submitted as required by the IAI Admission Policy. All required documents must be submitted BEFORE the First day of school. PLEASE NOTE: THE SCHOOL HAS THE RIGHT TO EVALUATE YOUR CHILD BEFORE FINAL PLACEMENT IN A GRADE. You will be notified of the school's decision.

I will submit the required information by the due date. Yes No

If no, please explain.

### EMERGENCY CONTACT INFORMATION

EMERGENCY CONTACT INFORMATION		
NAME	PHONE	RELATIONSHIP TO STUDENT

The statements and information furnished by the undersigned in this application form are true and complete. The undersigned applicant's parent(s)/guardian(s) give permission for representatives of the sending school to release the applicant's records including, grades, attendance, conduct/discipline records, as well as any other pertinent information that may be required by Majestic for the purpose of admission.

### **DISCLAIMER**

☐ We give the Islamic Academy of Indianapolis permission to release our child's name and contact information as well as any known health issues to teachers and other IAI families for the purpose of carpooling, PTO, homework groups, event coordination, etc.

☐ We give Islamic Academy of Indianapolis permission to take our child's picture for the purpose of school pictures, classroom projects, and/or website and brochure use.

☐ We give permission to Islamic Academy of Indianapolis to take whatever emergency measures are judged necessary for the care and protection of our child while under its supervision. In case of a medical emergency, we understand that our child will be transported to an appropriate medical facility by the local emergency unit for treatment if the local emergency team deems it necessary. It is understood that in some medical situations the staff will need to contact the emergency resources before the parents/guardians, the child's physician, and/or other adults acting on the parents/guardian's behalf are notified. We understand that any expenses incurred will be borne by the child's family.

☐ As a parent/guardian, we grant permission for our child to participate in all activities at IAI. We assume full responsibility for any injury or damage, which may occur to our child in, on, or about the premises of IAI, or arising out of its activities. We do hereby fully and forever release and discharge IAI and all associated with it, its owner, employees, and agent from all claims, demands, right of action, or causes of action present or future, whether same be now, anticipated or unanticipated, resulting from or arising out of our child's participation in the program and activities of IAI. We further grant permission to provide emergency first and/or hospitalization to my child in case of injury/illness. Expenses incurred for the hospital will be our responsibility.

☐ As parents/guardians, we understand that our child will be evaluated for the grade he/she is enrolling for. After the initial evaluations, we will consider teachers' recommendations for the grade placement of our child. We understand that the teachers' decision will be for the betterment of our child's education and we will respect the school's final decision.

***Our signatures certify that we have read and agree with the above statements.***

**Signature of Father/Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Mother/ Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**(Check and initial each box to acknowledge you have read and agree to each of the terms.)**

**Enrollment and Other Fees**

- ☐ \_\_\_\_\_ All past due fees (tuitions, other fees) must be fully paid before enrollment for the new academic year can be approved.
- ☐ \_\_\_\_\_ Tuition and Fees posted are accurate as of the academic year listed. IAI reserves the right to adjust tuitions and fees as needed at the beginning of each school year.
- ☐ \_\_\_\_\_ Items that must be paid as needed and are not included in the tuition cost include, but are not limited to, book fee, field trips, and Student ID badges.
- ☐ \_\_\_\_\_ Students graduating KG will be charged an additional fee to cover administration costs, gowns and caps.

**I understand that tuition is an annual sum and will pay the full tuition amount according to the payment schedule(s) below: Please check and initial the box that applies – DO NOT CHECK ALL.**

- ☐ \_\_\_\_\_ Plan A---Ten (10) equal installments of \_\_\_\_\_, due by the 5<sup>th</sup> of each month, beginning with August 5<sup>th</sup> of the new academic school year. Parents must complete an automatic withdrawal form to authorize IAI to charge their credit card, debit card or bank account monthly.

- ☐ \_\_\_\_\_ Plan B--- \_\_\_\_ 1 \_\_\_\_ Installment for the full amount of \_\_\_\_\_ due by August 5<sup>th</sup>.

- ☐ \_\_\_\_\_ Plan C--- If my child is approved, School Choice Voucher will pay all or a portion of the tuition. I understand that I will be responsible for paying the remaining balance. (Select Plan A or B for payment). If my child is not approved by the voucher program, I understand I must pay the full tuition.

- ☐ \_\_\_\_\_ Tuition, fees, and conditions are subject to change. IAI will provide written notice of a change in tuition or fees at least 30 days in advance of any changes to take effect.
- ☐ \_\_\_\_\_ Tuition payments are due by the 5<sup>th</sup> of every month. A late fee of \$25 will be charged for tuition payments not received by the end of the 5<sup>th</sup> of the month.
- ☐ \_\_\_\_\_ Methods of acceptable payments are check or credit cards. Checks should be made out to IAI.
- ☐ \_\_\_\_\_ A \$35 fee will be charged for bounced checks. Two returned checks may result in your child being dismissed from the school.
- ☐ \_\_\_\_\_ There is no refund, credit, or reduction of tuition for absences (due to illness or vacation), weather related school closings, or other instances that the student is not in attendance during the regularly scheduled school day.
- ☐ \_\_\_\_\_ A two-week notice must be given if a student is to be withdrawn from the school. If notice is not given, you are responsible for the remaining tuition.
- ☐ \_\_\_\_\_ Families who receive tuition assistance are responsible for any charges that are not reimbursed if a family is dropped from the tuition assistance program. Updated financials must be provided when ask for.
- ☐ \_\_\_\_\_ Delinquent accounts: any accounts that are two weeks past due will be subject to a late fee charge for each week that the account is delinquent. If an account falls 30 days past due, the student may be dismissed from the program, and his/her space will be forfeited. A student dismissed from the school for non-payment will be wait listed and allowed to return to school only after all account balances and all late fees have been paid in full and if space is available.
- ☐ \_\_\_\_\_ **I understand that lack of payment of tuition will result in the submission of my account to a collection agency and/or the disenrollment of my children from the school.**

☐ \_\_\_\_\_ I understand that the school reserves the right to refuse to take my child on Field Trips if the cost for the trip is not paid for before the Field Trip.

☐ \_\_\_\_\_ I agree to allow IAI to use my student's name, photograph, address, e-mail and telephone number in the School's publications and promotional materials.

☐ \_\_\_\_\_ I agree to attend school seminars, meetings, programs and Parent/Teacher conferences during the school year.

☐ \_\_\_\_\_ I understand and agree to abide by the Dismissal procedure and Private Meeting Procedure. (see attached)

☐ \_\_\_\_\_ I agree that all information on my application is accurate.

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**I understand that upon signing this contract, I agree to follow the policies and procedures of Islamic Academy of Indianapolis.**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## REGISTRATON REQUIREMENTS

### **Requirement for Admission**

Pre-school 3 and 4 Students must be 3 or 4 by August 1<sup>st</sup> of the academic year.

Students must be toilet trained. No diapers or pull-ups.

Kindergarten Students must be 5 years old by August 1<sup>st</sup> of the academic year.

Students must be toilet trained.

Elementary Grades Students must be at their proper age by August 1<sup>st</sup> of the academic year. Students can be evaluated by IAI teachers if parents feel their child should be placed in a higher grade.

### **Application for Admission**

To register your child, please submit the following documents:

The application form filled out in its entirety

Yearly, non-refundable registration fee remitted with this application

Signed financial agreement

Copy of child's Birth Certificate (proof of age)

Current immunization record

Any **health/behavior** issues the school should know about.

Most recent Report cards

Standardized exam score report

IEP/modifications

Disciplinary record

### **Please note and Understand:**

1. Submission of application does not necessarily guarantee admission.
2. Applicants will be admitted to appropriate class according to their age. However, please note that after appropriate evaluations, the administration will inform the family whether the student has been accepted for admission in a specific class. The administration has full authority to place the student in a different class based on academic knowledge and qualifications.
3. IAI has the right to **not accept a student for any reason** the school considers may not benefit either the student or the school.
4. Please note that IAI is not equipped to care for children with special medical, emotional, disciplinary or educational needs. If the child is receiving, or is in need of, more than normal supervision, it is required that the parent contact and consult with school administration prior to registering.
5. Students' admission will also be dependent upon a placement test administered by Islamic Academy of Indianapolis.
6. IAI has a Lottery in place for students wishing to be put on a waitlist.

### **Financial Aid Policy:**

IAI recognizes that Islamic education is essential for all Muslim children regardless of their financial status. Efforts will be made to reduce tuition for families who qualify to receive financial aid. To be considered, families in need must complete this application and submit it with the following documents:

**Federal Tax Return for the past year.**

Eligibility is determined by a criterion set by the School Committee of Education at the beginning of the academic year. The application will be reviewed by the administration staff at IAI. Families who qualify for financial aid are required to pay a minimum tuition for each child receiving financial aid (no full waiver). Once accepted, the family's financial status will be reviewed every semester and the amount of aid may be adjusted based on the recommendations of the Board.

I understand that IAI reserves the right to verify the above information independently. I understand that submission of this information does not constitute admission of my child or children into IAI. I also understand that providing false or inaccurate information on this form may result in the denial or revoking of my child or children's admission to IAI. If my child is accepted for admission, I agree to adhere to all the policies, procedures, rules and regulations established by the school including payment of school dues.

### **PAYMENT PLAN OPTIONS**

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- ☉ Parents who seek to pay tuition in 10 installments must complete an automated credit/debit card or ACH check. Monthly payments will be charged to the account on the 5<sup>th</sup> of the month. No cash payments will be accepted.
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- ☉ **ALL NON-TUITION FEES (technology, book and Graduation, Etc.) MUST BE PAID AT THE BEGINNING OF THE SCHOOL YEAR.**
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### **Special Notes:**

- ☉ **Financial Assistance** may be available upon request and after reviewing required information by Aid Committee. To apply, please complete the financial assistance form. Please note that Financial Assistance is available only for PK3 & PK4.
- ☉ Parents are required to apply for Vouchers for KG and elementary grades in order to be considered for financial assistance from IAI.
- ☉ All non-tuition fees (i.e., registration, book graduation, late fees) are **NOT** covered by the financial assistance program. Parents **MUST** pay all non-tuition fees in full.



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**\*\* ANY DELINQUENT PAYMENTS CAN RESULT IN THE WITHHOLDING OF STUDENT RECORDS OR THE DISMISSAL OF THE STUDENT FROM SCHOOL. \*\***  
**TUITION INFORMATION cont**

**TUITION**

<b><u>Grades:</u></b>	<b><u>Tuition Yearly</u></b>	<b><u>Tuition Monthly</u></b>
Preschool	\$4,400.00	\$440.00
KG – 5 <sup>th</sup> . Grade	7,700.00	\$750.00
Book fee	\$150.00	
KG	**Graduation Fees**	\$50.00 per year
1-8 <sup>th</sup> . Grade	Technology fee	\$75.00 per year

**\*Book and Technology fee NOT included in Tuition.**

**\*\*Graduation Fee NOT included in tuition.**

**OTHER SCHOOL FEES**

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**Late Charges - NO EXCEPTIONS**

**Late pick up Fee**

**\$1/1  
min**

**Late charges on tuition after the 5<sup>th</sup> of the month**

**\$25.00**

**Bounced Check Fee**

**\$35.00**

## **POLICIES and PROCEDURES**

### **Arrival and Dismissal Policy:**

- A) The IAI office entrance will open at **8:15 a.m. (for staff only)**.
- B) Students are NOT allowed on school premises prior to **8:30 a.m.** IAI is not responsible for supervising students prior to **8:30 a.m.**, nor is IAI responsible for any consequences resulting from early arrival.
- C) Students are expected to arrive at school by **8:30 a.m.**
- D) Assembly will commence at **8:40 a.m. and students will be considered tardy after assembly starts.** Classes will begin at **8:45 a.m.**
- E) Students need to be picked up by parents/guardians on time.
- F) Parents /Guardians who picks up student after dismissal time will pay late pick up fee.

The end of the school day for **PK3-8<sup>TH</sup>** grade is **3:00 p.m.**, unless otherwise indicated by school administration.

Students need to be picked up by parents/guardians by **3:10 pm**.

**NOTE:** Students left unsupervised by parents, on IAI premises (Parking Lot, Playground, Masjid, etc.) after dismissal time, will be reported to the proper authorities. **IAI will not be held responsible after 3:10 p.m. for PK3, -8<sup>th</sup> grades**, for any consequences that occur due to parental negligence. This includes any students in the Masjid, who are not registered and enrolled in the IAI program.

### **Discipline Policy:**

Student will be given three (3) chances to correct their behavior. Each time a behavioral incident report will be filed and parent will be informed. The third time, a behavioral incident report will be filed, plus the student will be suspended for 1-3 days depending on the severity of the incident. Subsequent problems with the student's behavior may lead to expulsion, pending review from administration.

### **Scheduling a meeting with a Teacher or Administration:**

Parents are not allowed to visit classrooms or enter administration offices without a prior appointment. Legally, this is for the security of the students as well as school personnel.

Parents who need to speak to the administration or teachers should call the office the day before and schedule an appointment. This allows the school personnel to prepare properly for the meeting. For all meetings with teachers, a supervisor or administrator must be present for documentation.

**Dress Code/Uniform Policy:**

All students must dress according to Islamic standards.

No shorts/skirts above the knees. Girls must wear leggings under skirts at all times. ○ No clothing with profane or obscene images.

Girls should bring hijabs and abiyahs (if wearing skirts/shorts) to wear during Quran class and prayer times. Boys should bring thobes to wear during Quran class and prayer times (if wearing shorts).

Closed shoes must be worn at all times for safety purposes. No open toed sandals or flipflops will be allowed. Parents will be called to bring appropriate clothing the first two times a student does not abide by the dress code. After the second time, the student will be sent home.

**Tardiness and Doctor Appointments:**

Students will be considered tardy after 8:45 a.m.

Three tardies equal one Absence.

10 unexcused absences in a semester will result in the student not getting credit for the class.

To get an excused absence for a Doctor's appointment, the student must submit a note from the parent the day before the appointment, and a Doctor's excuse must be provided upon returning to school.

**Lottery Policy:**

If IAI were to receive several Choice Scholarship applicants that exceeds the possible number of Choice Scholarship places IAI can successfully accommodate, then we would conduct a random lottery drawing of eligible Choice Scholarship Students who meet admission standards for IAI at a public meeting. We will go in the order below.

Returning students

Returning students' siblings

New students

**Note:**

The Administration of IAI reserves the right to refuse admission of returning students based on nonpayment or tuition/fees., academic performance, and/or disciplinary issues.

**Student Records:**

IAI considers all student records confidential information. Student records will NOT be released to other schools except with explicit written request of the student's parent/legal guardian and payment of any outstanding due, fees and/or tuition.

**Nondiscriminatory Policy:**

IAI admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. IAI administration does NOT discriminate based on race, color, national or ethnic origin in the administration of its educational policies, scholarships, athletic and other administered programs.