



A Garden of Knowledge for Today and Tomorrow

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2021-2022 Tuition Plan & Schedule

Full time Pre-kindergarten to G8

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Tuition Policy

Most private schools require full payment of tuition before the 1st day of school. The Islamic Academy for Peace recognizes that adopting such a policy may cause undue hardship for many parents. Therefore, we have adopted 4 tuition plans designed to facilitate both payment and collection of school fees, fees that are vital to maintaining the level of quality and excellence the Islamic Academy for Peace has dedicated itself towards.

It is important to point out that after 12:00 noon on 12/24/21 parents are financially responsible for the FULL Year's tuition. Early withdrawal or a temporary leave of absence **does not** remove the parent's obligation from paying full year's tuition (i.e. any tuition remaining for those months their child no longer attends the Islamic Academy). The Islamic Academy incurs many fixed costs in the beginning of the academic year associated with each student who initially enrolls. To cover these costs, we must hold parents responsible for the full year's tuition (please refer to **Refund Policy, page 5**).

Tuition Payment Policy

If all financial obligations are not completely fulfilled by the last regular day of school, a final report card will not be issued. **Financial obligations include, but not limited to, tuition, library fines, and other fees including damage to textbooks.** Grades will be released to the parents upon full payment of all tuition. Student(s) will not be allowed to re-enroll for the subsequent school year until all previous financial obligations are completed.

Past Due/Delinquent Accounts

If tuition is more than thirty (30) days past due, written communication will be made with the parents informing them of the seriousness of the situation and stating that no school reports may be issued until the account is current.

If tuition is more than sixty (60) days past due, written communication will be made with parents informing them that the student will be excluded from classes beginning fifteen (15) days from the date of the letter and until the account is brought current. The letter will additionally state that school reports may not be issued until the account is current.

Withdrawals or Transfers from School

Request for withdrawals must be made by written statement from parents. The parent shall submit the written statement to the Administration Office and a **Student Withdrawal form** will then be issued. All fees, books and other school property charged to the student must be returned or paid for prior to the withdrawal.

Covid-19 Closure and refund

Covid-19 has hit hard and created a lot of uncertainty in our lives. TIA will give 30% discount for Covid-19 related closure where in-person teaching is less than 10 days each month. Please refer to page 6 for detail.

Payment Plans & Schedules

Parents must complete:

- 1) The Financial Agreement Contract (pages 7 and 8)
And
- 2) The Appendix related to the plan of their choice (page 9 to 11).

Plan A -- Post Dated Checks (please complete Appendix A on page 9)

With this plan, parents can pay their school fees in regular installments by providing the school with postdated checks at the beginning of the academic year. Parents may forfeit their child's reserved seat if they fail to provide the postdated checks to the school office within the designated time. Parents can choose from either monthly, quarterly, or biannual installments.

Be sure to indicate the names of the students in the memo section.

Monthly Installments

The monthly option requires parents to provide the school office with the initial payment comprised of the first and last month's installments (September and June) and 8 additional posted dated checks by 09/08/2021. The first check is equal to 20% of the total tuition (comprising the months of September and June), while the remaining checks are each equal to one tenth (10%) of the total tuition payment for the 2021-2022 academic year. These 8 checks should be dated the 1st of each month beginning with 10/01/2021 and ending with 05/01/2022. The school will deposit each check within the 1st week of the month for which it is dated.

Quarterly Installments

The quarterly option requires parents to provide the school office with 4 postdated checks by 09/08/2021. Each check is equal to one fourth (25%) of the total tuition payment for the 2021-2022 academic year. These 4 checks must be postdated as follows: 09/08/2021, 11/01/2021, 02/01/2022 and 04/01/2022. The school will deposit each check within the 1st week of the month for which it is dated.

Biannual Installments

The biannual option requires parents to provide the school office with 2 postdated checks by 09/08/2021. Each check is equal to one half (50%) of the total tuition payment for the 2021-2022 academic year. These 2 checks must be postdated as follows: 09/04/2021 and 02/01/2022. The school will deposit each check within the 1st week of the month for which it is dated.

Plan B -- Charge Card (Please complete Appendix B on page 10)

TIA will charge the credit card account specified by the parent. Parents must fill out the Credit Card Charge Authorization Form (Appendix B) and submit it to the school office along with **2.7%** (of total bill) **processing fee** by 09/08/2021 with the first charge. Processing fee must be in the form of check or cash. Otherwise a rate of 2.8% is used if paid by c. card

The school accepts all major credit cards. All Credit Card information will remain confidential. Parents may forfeit their child's reserved seat if they fail to provide this information within the designated time. *(Please Note: Though we offer this service, we prefer other types of payment to minimize credit card charges to The Islamic Academy.)*

Monthly Installments

Under the monthly option the school will charge the designated credit card for the monthly installment provided on the Credit Card Charge Authorization Form. There will be 9 such charges, the first equaling 20% of the total tuition (comprised of the first and last payments, September, and June) and the rest equaling 10% of the total tuition payment for the 2021-2022 academic year. Each charge will be made by the 1st week of each month starting September and ending in May.

Quarterly Installments

Under the quarterly option the school will charge the designated credit card for the monthly installment provided on the Credit Card Charge Authorization Form. There will be 4 such charges each equaling 25% of the total tuition payment for the 2021-2022 academic year. The first charge will be made during the week of September 2021, the second on November, the third on February and the final in April.

Biannual Installments

Under the biannual option the school office will charge the designated credit card for the monthly installment provided on the Credit Card Charge Authorization Form. There will be 2 such charges each equaling 50% of the total tuition payment for the 2021-2022 academic year. The first charge will be made during the week of September 2021, the next on February 1, 2021.

Plan C -- One Payment (please complete Appendix C on page 11)

Some parents may opt to make one payment at the beginning of the academic year covering the entire year's tuition. This payment must be made by September 03, 2021

Parents may forfeit their child's reserved seat if they fail to provide this information within the designated time.

Tuition and Fee Schedule

PRE- KINDERGARTEN - 8th GRADE
(2021-2022 Academic Year)

Fees

Total Fees are due by 06/01/2021 and are non-refundable and will be applied as follows if the application is accepted.

<u>Returning students:</u>		<u>New students:</u>	
Application:	\$100.00		\$150.00
Books:	\$150.00		\$150.00
School Supplies:	\$170.00		\$170.00
Physical Education:	\$125.00		\$125.00
Total Fees:	\$545.00/child		\$595.00/child
Technology (G4-G8)	\$40.00		

The above fees will be refunded only if the school does not approve the application.

Tuition

Tuition for 2021-2022*				
Grades	1st Child	2nd Child	3rd Child	4th Child
Pre-K-Full Day	\$6,899	\$6,199	\$5,999	\$0
KG	\$6,899	\$6,199	\$5,999	\$0
G1-G5	\$6,599	\$5,599	\$4,949	\$0
G6-G8	\$6,399	\$5,449	\$4,799	\$0

Pre-K	5 days/week	4 days/week	3 days/week	2 days/week	1 day/week
Full Day	\$6,899.00	\$5,999	\$5,469	\$4,549	\$3,899
No Sibling Discount					
Half Day(2 session)	\$5,599	\$4,879	\$4,459	\$3,719	\$3,199
Morning and Noon					
No Sibling Discount					

* Sibling discount only for Full Day & Full Week programs (Not for Daycare or Pre-K Part-time programs.)

Please Note: 1. The youngest child is considered the 1st child, the next youngest the 2nd child and so on.

2. Although the 4th child's tuition is free, parents are still responsible for all fees (Registration, Books, School Supplies and Physical Education).

3. Yearly tuition can only prorate on monthly basis.

Returned Check Fee: **\$35.00** will be charged for each returned check (after the second returned check, payments will have to be made by money order or cash).

Please be advised that all kinds of exception handling will be charged \$100. Exceptions being any special requests beyond what is listed in the contract.

Questions & Answers

1. Who should I make checks payable to?

Make checks payable to "The Islamic Academy for Peace". In the check's *memo* section write the student(s) name, Grade(s) and the month(s) for which the payment should be applied and whether the payment is for tuition or fees. Please submit fees separately from tuition.

2. I have two children in different grades attending next year, what will be their tuition?

The youngest child is always considered the 1st child and charged the rate according to his/her grade level. The next youngest child is considered the 2nd child and is charged according to their grade level.

Example 1: - One child in Kindergarten and one child in 2nd grade.

The child in KG is treated as the first child and charged \$6,899 while the child in 2nd grade is treated as the second child and their tuition is \$5,599

Example 2: - One child in Pre-K and one child in Kindergarten:

The child in Pre-K is considered the first child and charged \$6,899 while the child in KG is considered the second child and charged \$6,199.

Example 3: - One child in 1st grade and one child in 4th grade:

The child in 1st grade is considered the first child and charged \$6,599 and the child in 4th grade is considered the 2nd and charged \$5,599.

3. Can I switch plans during the school year?

Yes, but there will be a **\$25 processing fee**. Changes must be requested in writing and will not take effect until the month following the request.

4. Why do I have to pay a processing fee for the credit card plans?

To process payment by card, the school must purchase the credit card machine and pay the bank a monthly maintenance fee on the top of the Merchant service charges that normally exceeds 2.7% of each sale.

5. What if I still owe money to the school from last year?

You must pay any outstanding balances from prior years before end of June of the current year. Parents may forfeit their child's reserved seat if they fail to pay their outstanding balance by this date.

6. What if I want a payment plan that is not mentioned in Plan A, B or C?

Any payment option that is not included in Plan A, B or C requires a separate approval from the Finance Office and will be charged an additional service fee of \$100.

7. My child did not join in first of the month, can I pay only for the days starting his actual first day? *Tuition is not prorated on daily basis. Parent/guardian is responsible for full month tuition payment.*

8. Can I pay less if school closed for Holidays, school vacations or emergency weather conditions? *The yearly tuition already took in consideration the schools' calendar. Tuition is due in full for the month that has less than 25 school days.*

9. My child didn't join on September 3rd; do I have a different refund policy?

The refund policy applies regardless of the start day.

10. Can I withdraw my son due to emergency closing without abiding by the withdrawal policy?

We prefer that student use the E-learning as much as they can. If parent wish to withdrew, they still abide by the refund policy. Parents agree to continue with selected payment plan and accept refund policy deadlines set in page 6 of the agreement. No exceptions even in case of emergency school closing due to local, state or national mandatory closures or closures due to act of God in which case in premise learning is substituted by E-learning"

General Refund Policy

For Tuition Only (All other Fees which are applied to Application, Books and School Supplies at the time of registration, are Non-Refundable. (see Fees on page 5).

100% refundable of Total Tuition on Line (A) of Section A, page 6 if child withdraws before 1st day of school. (Guardian will receive back any tuition payment made)

75% refundable of Total Tuition on Line (A) of Section A, page 6 if child withdraws by 3pm on 09/25/2021. (Guardian will be liable for 25% of Line (A) less any tuition payment made)

50% refundable of Total Tuition on Line (A) of Section A, page 6 if child withdraws by 3pm on 11/27/2021. (Guardian will be liable for 50% of Line (A) less any tuition payment made)

25% refundable of Total Tuition on Line (A) of Section A, page 6 if child withdraws by 12 noon on 12/25/2021. (Guardian will be liable for 75% of Line (A) less any tuition payment made)

0% refundable of Total Tuition on Line (A) of Section A, page 6 if child withdraws after 12 noon 12/25/2021. (Guardian will be liable for 100% of Line (A) less any tuition payment made)

2021-2022 COVID-19 discount and refund Policy:

The Islamic Academy for Peace is offering 30% tuition discount if [in person teaching is less than 10 days for a given month](#).

- Some months may naturally have fewer working days either due to vacation or holidays or Weather closing etc. TIA is providing 30% COVID discount ONLY if in-person learning is less than 10 days due to COVID closure.
- 30% discount per month is based of 10 months, i.e. Annual fee divided by 10.
- Multiple tuition discounts cannot be combined (example: financial aid discount, 30% remote learning discount, prepaid tuition discount), TIA will apply the highest discount rate for your convenience for that month.

Covid-19 discount will be refunded as follow:

1. Parents who opt for a monthly tuition payment plan by check will receive the refund by check each month. First refund in October, second refund in November and so on.
2. Parents who prefer to pay full year tuition in full, or prepaid before school start will be issued multiple refunds (checks) each month. First refund starts in October.
3. Parents opting for a quarterly payment plan will be issued a refund as follows:
Q1 Payment due 09/08/2021 is for Sep and October tuition. Refund will be issued in November
Q2 Payment due 11/01/2020 for November, December, January tuition. Refund will be issued in February
Q3 Payment due 02/01/2022 for February and March tuition. Refund will be issued in April.
Q4 Payment due 04/01/2022 for April, May, and June. Refund will be issued in July.

Note: Tuition payment made by credit card will result in a refund to the same credit card following the same refund schedule above. (2.8% initial credit card fees will not be refunded)

2021-2022 Financial Agreement Contract

The following contract is being established between The Islamic Academy and _____, henceforth referred to as the Guardian (section B). The Guardian is fully responsible for paying the tuition for the following children (section A) who will be attending The Islamic Academy during the 2021-2022 academic year.

Section A (Please list children from youngest to oldest)

Child Full Name	Grade	Tuition (only)
1 st		
2 nd		
3 rd		
4 th		

Total: (line (A)) _____

Section B

Guardian's Full Name, Address and Contact Information:

Name: _____

Phone #(H) _____ Phone #(C) _____

Address: _____ Apt. #: _____

City _____ State: _____ Zip: _____

Section C

Please check the box next to the plan and schedule that you wish to utilize to pay the tuition for the children listed in section A for the 2021-2022 academic year. Please check only one box.

Plan A - Post Dated Checks

Please complete only Appendix A

- Schedule 1 - 9 Monthly Installments
- Schedule 2 - 4 Quarterly Installments
- Schedule 3 - 2 Biannual Installments

Plan B - Credit Card Charge

Please complete only Appendix B

- Schedule 1 - 9 Monthly Installments
- Schedule 2 - 4 Quarterly Installments
- Schedule 3 - 2 Biannual Installments

Plan C - One Payment

Please complete only Appendix C

(Financial Agreement continued page 8)

Section D

I, _____ (Guardian) understand that:

1. The total tuition and fees that I am expected to pay for the children listed in Total line (A) on page 7 for the 2021-2022 academic year is \$_____.

2. I have read and understand the rules contained in the Payment Plans & Schedules section of the Islamic Academy's 2021-2022 Tuition Plan & Schedule associated with the plan and schedule that I have selected in Section C. I have also read and agreed to **Covid-19 refund discount** policy in page 6 of the agreement.

3. Failure to maintain the payment plan and schedule that I have selected in Section C will be a valid and sufficient reason to expel the children listed in Section A from The Islamic Academy.

4. Early withdrawal from the school or any period of non -attendance will not exempt my obligation in paying the full tuition and fees indicated in item 1 above of Section D.

5. If it is necessary to employ a professional collection agency and/or attorney to enforce or to collect a judgment based upon this agreement, I will be responsible for paying all expenses accrued including, but not limited to, collection agency fees, court fees and attorney fees.

6. I hereby authorize the Islamic Academy to check and/or verify all references and financial information including, but not limited to, credit reports.

By signing below, I acknowledge that I have read and understand this form in its entirety and that I have read and understand the Islamic Academy's refund policy regarding the tuition and fees as outlined in the Refund Policy section of the Islamic Academy's " 2021-2022 Tuition Plan & Schedule".

7. I agree to continue with selected payment plan and accept refund policy deadlines set in page 6 of the agreement. Policy is applicable even in case of emergency school closing including but not limited to local, state, or national mandatory closures, or closures due to act of God in which case in premise learning is substituted by E-learning.

8. I have received the Parent Handbook 2021-2022 and agree to its terms and conditions.

X _____
Initial of Guardian

X _____ X _____
Signature of Guardian Date

Please submit this completed Financial Agreement to the finance office by 09/08/2021

Office Use Only Complete _____ Received _____ / _____ / _____ Incomplete _____ Missing _____

Appendix A – Post Dated Checks

• I hereby authorize the Islamic Academy to deposit my monthly, quarterly, or biannual tuition payment during the 1st week of the month designated on my check.

• I understand that this deposit will remain in effect on an ongoing basis until my 2021-2022 academic year tuition \$ _____ (total line (A) on page 6) has been paid in full.

• Please select one:

- 9 Postdated checks (1st 20% of total line (A) comprising the months of September and June, the rest each 10% of total line (A)) if paying the nine monthly payments, dated 09/08/2021 , 10/01/2021 , 11/01/2021 , 12/01/2021 , 01/01/2021, 02/01/2022, 03/01/2021, 04/01/2022, 05/01/2022, (**The first check includes payment for September and June**)
- 4 Postdated checks (each 25% of total line (A)), if paying in quarterly installments, dated 09/08/2021, 11/01/2021, 02/01/2022, and 04/01/2022
- 2 Postdated checks (each 50% of total line (A)), if paying in biannual installments, dated 09/08/21, 02/01/2022

Please record your checks in the following table:

Check	Check Date	Check Number	Check Amount
1 st (20%)	09/ /2021		
2 nd (10%)	10/ /2021		
3 rd (10%)	11/ /2021		
4 th (10%)	12/ /2021		
5 th (10%)	01/ /2022		
6 th (10%)	02/ /2022		
7 th (10%)	03/ /2022		
8 th (10%)	04/ /2022		
9 th (10%)	05/ /2022		

I authorize the Islamic Academy to deposit my **monthly, quarterly, or biannual** (circle one) payments listed above. By signing below I acknowledge that I have read, and understood this form and that I authorize deductions of a specified amount from my account for deposit into the account of the Islamic Academy until my obligation to pay the 2021-2022 academic year tuition of \$ _____ (total line (A) on page 7) has been met.

Guardian signature/date

Authorized school official signature/date

Print complete name

Print complete name

Please turn in this completed form with the post-dated checks to the school office by 09/08/2021
Office Use Only

Complete _____ Received _____ / _____ / _____ Incomplete _____ Missing _____

Appendix B -- Credit Card Charge Authorization Form

(Please Note: Though we offer this service, we prefer other types of payment to minimize credit card charges to the Islamic Academy. The name on the card should match the name of the person signing the contract. We do not accept third party credit card unless we have a written consent.)

- I hereby authorize the Islamic Academy to automatically charge my Credit Card on a **monthly, quarterly, or biannual** (circle one) basis for the amount designated below.
- I understand that this Credit Card Charge Authorization will remain in effect on an ongoing basis until my 2021-2022 school year tuition has been paid in full which is \$ _____ (total line (A) on page 7).
- There will be a **2.7%** processing fee included in first payment. This fee is to offset the Merchant service charges. **Processing fee must be paid in form of check or cash. Otherwise 2.8% by c. card**
- Please provide a copy of your Credit Card, Front and Back

Monthly Deductions

I authorize automatic monthly charges in the amount of \$ _____ to be made to my credit card.

Note: The first payment will be equal to 20% of the total tuition payment (20% total line (A)), which is comprised of the first and last payments, the months of September and June. This should be paid by check on 09/08/2021. If making monthly payments, each month from October to May should equal one tenth of total line (A) (10%).

Quarterly Deductions

I authorize automatic monthly charges in the amount of \$ _____ to be made to my credit card.

Note: The first payment should be made by check on 09/08/2021. Each withdrawal should equal one fourth of total line (A) (25%). The remaining quarterly withdrawal requests will be made during the following weeks: November 1, 2021, February 1, 2022, and April 1, 2022.

Biannual Deductions

I authorize an automatic biannual charge in the amount of \$ _____ to be made to my credit card. *Note: The first payment should be made by check on 09/08/2021.* Payment should equal one half of total line (A) (50%). The remaining withdrawal request will be made during the week of February 1, 2022.

This agreement will take effect by September 08, 2021.

By signing below, I acknowledge that I have read, understood and completed this form and that I authorize the Islamic Academy to charge my credit card of a regular specified amount indicated above until my obligation to pay the 2021-2022 school year tuition of \$ _____ have been met.

Please print clearly

Name (exactly as it appears on Credit Card): _____

Credit Card Number: _____ CV# _____ Exp date: ____ / ____

Guardian signature/date **Authorized school official signature/date**

Guardian complete name **Official complete name**

Credit card owner name/ Signature/Date

Please turn in this completed form together with a **COPY OF YOUR CREDIT CARD** to the school office by **09/08/2021**

Office Use Only Complete _____	Received _____ / _____ / _____	Incomplete _____ Missing _____
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Appendix C – One Payment

- I will be paying the entire amount with (check all that apply, must equal total line (A)):

Check
Check Number _____ Check Date _____
Check Amount _____

Cash
Cash Amount _____

Credit Card
Please provide a copy of your Credit Card, Front and Back
Credit Card Number: _____ Exp date: ____/____
Name (exactly as it appears on Credit Card): _____

Other (Money Order etc.)
Type _____
Amount _____

This agreement will take effect by First day of school estimated to be on 09/08/20.

By signing below, I acknowledge that I have read, understood and completed this form and that I authorize the Islamic Academy to deposit my entire payment of \$ _____ by the third week of September 2021 .

Guardian signature/date

Authorized school official signature/date

Print complete name

Print complete name

Please turn in this completed form together with a **COPY OF YOUR CREDIT CARD (if applicable)** to the school office by **09/01/2021**.

Office Use Only Complete _____ Received _____ / _____ / _____ Incomplete _____ Missing _____
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