



A Garden of Knowledge for Today and Tomorrow

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The Islamic Academy for Peace 2022-2023 Tuition Agreement

Mission Statement

"The Islamic Academy for Peace strives to provide young learners with foundations of academic excellence, Islamic values and exemplary ethics to become righteous leaders of the community for generations to come."

Dear Parents, Assalamu Alaikum

Welcome to The Islamic Academy for peace (TIA). We, at the Islamic Academy for Peace are excited to have your child with us this year, and we do understand and value the level of trust you have in us to educate your child.

We believe that educating a child is not only a group effort, but a community effort as well. By enrolling your child at TIA, you are taking the first step towards investing in your child's Islamic education and Islamic upbringing.

Our philosophy is based on open communication, transparency, and collaboration. We have an open-door policy where we encourage input, suggestions and reaching out to the teachers and or principal as often as you deem necessary. We listen and take every statement seriously.

As much as you have the best interest for your child, we do too. Staff and teachers at TIA are committed to delivering excellence in education as well as inculcating Islamic values in all our students.

We hope that your experience as a family at TIA is going to be enriching, exciting, and rewarding. I look forward to welcoming you and meeting with you to listen and understand what matters to you the most.

Thank you and Jazakum Allah Khair.

Nadjette Lazzouni, M.Ed Educational Leadership
TIA Principal

Tuition and Fees

2022-2023

	<u>1st Child</u>	<u>2nd Child</u>	<u>3rd Child</u>	<u>4th Child</u>
KG -G4	\$7,000	\$6,600	\$6,200	\$0
G5 -G8	\$6,800	\$6,100	\$5,500	\$0

Preschool and Daycare

	5 days/wk	4 days/wk	3 days/wk	2 days/wk	1 day/wk
Pre-K Full Day	\$7,500	\$7,200	\$6,900	\$6,600	\$6,300
Pre-k Half Day	\$6,800	\$6,400	\$6,000	\$5,600	\$5,200
Daycare Full Day	\$8,800	\$8,300	\$7,800	\$7,300	\$6,800
Daycare Half Day	\$7,400	\$7,000	\$6,600	\$6,200	\$5,800

Registration Fee

Registration fee new student	\$150.00 (Non-Refundable)
Registration fee returning student	\$100.00 (Non-Refundable)
Other fees	Please check next page

Please note that:

- The youngest child (except the one in daycare) is considered to be the first child.
- Although the 4th child's tuition is free, registration and fees still apply.
- Registration fee and material fees are non-refundable once the student starts school.
- Fees will be refunded only if the school does not approve the registration, or if student withdraws before the first day of school.
- **Sibling discount cannot be applied to Part time Daycare or to part time Pre-K.**
- **The Islamic Academy for Peace will not make-up days or refund tuition for absences including long-term absences or school closings.**

Daycare Fees

	Returning students	New students
Application	\$100.00	\$150.00
Safety supplies (Covid Prevention)	\$75.00/year	\$75.00/year
Total	\$175.00	\$225.00

Preschool Fees

	Returning students	New students
Application	\$100.00	\$150.00
School Supplies	\$225.00/year	\$225.00/year
Physical Education	\$125.00/year	\$125.00/year
Total	\$450.00	\$500.00

Kindergarten Fees

	Returning students	New students
Application	\$100.00	\$150.00
School Supplies and material	\$170.00/year	\$170.00/year
Book lease and workbooks	\$100.00/year	\$100.00/year
Physical Education	\$125.00/year	\$125.00/year
Total	\$495.00	\$545.00

1st Grade to 8th Grade Fees

	Returning students	New students
Application	\$100.00	\$150.00
School Supplies and material	\$170.00/year	\$170.00/year
Book lease and workbooks	\$150.00/year	\$150.00/year
Physical Education	\$125.00/year	\$125.00/year
Technology Fee	\$40.00	\$40.00
Total	\$585.00	\$635.00

2022-2023 Financial Agreement Contract

The following contract is being established between The Islamic Academy for Peace and _____, henceforth referred to as the Guardian (section B).

The Guardian is fully responsible for paying the tuition stated in section A for the 2022-2023 academic year.

Section A: Information about the student(s). Please list student from youngest to oldest, first child is the younger child. There is no sibling discount for daycare.

Student's Full Name	Entering Grade	Yearly Tuition
1st		
2nd		
3rd		
4th		
Total		\$

Section B: Information about the guardian.

Relationship of guardian to student(s): _____

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 2022-2023 academic year. Please check only one box.

Plan A - Post Dated Checks

- 1st Schedule: 9 Monthly Installments
- 2nd Schedule: 4 Quarterly Installments
- 3rd Schedule: 2 Biannual Installments

Plan B - Credit Card Charge

- 1st Schedule: 9 Monthly Installments
- 2nd Schedule: 4 Quarterly Installments
- 3rd Schedule: 2 Biannual Installments

Plan C - One Payment

Payment Plans

Plan A: Post Dated Checks

Tuition can be paid by providing 9 postdated checks at the beginning of the academic year. Each check will be deposited between the 5th and the 7th of each month.

The first check includes payment for September and June.

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

- Please record your checks in the following table:

Check	Check Date	Check Number	Check Amount
1 st (Sep. & June)	09/05/2022		
2 nd	10/05/2022		
3 rd	11/07/2022		
4 th	12/07/2022		
5 th	01/07/2023		
6 th	02/07/2023		
7 th	03/07/2023		
8 th	04/07/2023		
9 th	05/05/2023		
TOTAL			

- I hereby authorize the Islamic Academy for Peace to deposit my check(s) during the 1st week of the month as designated on my check(s).
- I understand that if my check bounces, I am responsible for paying \$35.00 processing fee.
- I understand that this deposit will remain in effect on an ongoing basis until my 2022-2023 academic year tuition of \$_____ has been paid in full.
- By signing below, I acknowledge that I have read, and understand my financial obligations to The Islamic Academy for Peace. I commit to honor the above payment plan agreed upon.

Guardian signature/date

Print complete name

Special Accommodations:

Plan B: Payment by Credit Card

- The school accepts all major credit cards, and all information will remain confidential.
- **Please provide a copy of the front and back of your Credit Card.**
- Parents must fill out the Credit Card Charge Authorization Form and submit it to the school office along with **2.7%** of total bill processing fee by 09/01/2022.
- The processing fee must be paid by check or cash, otherwise, a 2.8% is added if the processing fee is paid by credit card.
- The name on the card should match the name of the person signing the contract.
- If the credit card company declines to pay TIA, then the person responsible for payment must provide a check matching the amount declined. Parents must pay a processing fee of \$35.00 cash.
- We do not accept third party credit card payments unless we have a written consent.
- **Though we offer this service, we prefer other types of payment to minimize credit card charges.**

1. Monthly Credit Card Payments

I authorize monthly charges of \$ _____ to be applied to my credit card.

Note: The first payment includes the month of September and June, should be paid by check or cash by 09/01/2022. Subsequent months’ amount from October to May can be processed with the credit card on file.

2. Quarterly Payments: 4 installments of 25% of total tuition each.

Note: The first payment should be paid by check by 09/01/2022.

I authorize TIA to charge my credit card \$ _____ on September 1st, 2022, November 7th,2022, and February 7th2023, and April 7th, 2023.

3. Bi-annual Payments: 2 installments of 50% of total tuition each.

Note: The first payment should be paid by check by 09/01/2022.

I authorize TIA to charge my credit card 50% of total tuition in the amount of \$ _____, on February 7th, 2023.

Authorization:

Credit Card Number: _____ CV#: _____ Exp. Date _____

Credit card owner name

Signature

Date

By signing below, I acknowledge that I have read, understand my financial obligations to The Islamic Academy for Peace, and authorize the Islamic Academy for Peace to charge the amount specified above to my credit card until my 2022-2023 academic year tuition of \$ _____ has been paid in full.

Special Accommodations:

Plan C: One Payment

One payment of the full tuition amount for the 2022-2023 academic year should be submitted
No later than September 1st, 2022.

Please check one:

I will be paying the entire tuition amount of \$_____ for the 2022-2023 academic year by:

Cash: Cash Amount _____ Date: _____

Check: Check Number: _____ Amount: \$_____ Date: _____

Credit Card: **Please provide a copy of your Credit Card, Front and Back.**

If the credit card company declines to pay TIA, then the person responsible for payment must provide a check matching the amount declined. A processing fee of \$35.00 will be applied to be paid cash.

Authorization:

Credit Card Number: _____ CV#: _____ Exp. Date _____

Credit card owner name

Signature

Date

Other (Money Order etc.): Type of payment: _____ Amount: _____

By signing below, I acknowledge that I have read, understand my financial obligations to The Islamic Academy for Peace, and authorize the Islamic Academy for Peace to process the payment for the entire tuition amount of \$_____ for my 2022-2023 academic year.

I commit to honor the above payment plan agreed upon.

Guardian signature/date

Print complete name

Special Accommodations:

Tuition Policy

All financial obligations must be fulfilled, and full tuition is expected to be paid by the end of May. If tuition is not fully paid by the end of May, The Islamic Academy for Peace reserves the right to:

- Not provide the parents with the final report card or academic transcripts.
- Deny enrollment for the next academic year.
- Not to send the academic records to other schools.
- Automatically withdraw my child(ren) from TIA by the end of June. In order to re-enroll my child(ren) the following year, I must go through the re-registration process as a new parent.

Withdrawal or Transfers to another School

- Request for withdrawal must be made by written statement to the administration office.
- Parents must fill out the withdrawal form.
- All books and other school property must be returned to school in good condition.
- In case a book is lost or damaged, parents must pay for it before the withdrawal is finalized.

I, _____(Guardian) understand that:

1. Failure to honor the agreed upon payment plan and schedule I signed up for in this document can affect my child(ren)'s enrollment at the Islamic Academy for Peace.
2. I am entitled to a full tuition refund if I withdraw my child(ren) before the first day of school. Tuition of the month which I am withdrawing my child(ren) will be deposited.
3. I understand that the registration fee is non-refundable.
4. I understand that I am still obligated to pay for my child(ren)'s tuition if we take a long leave of absence (vacation, sickness etc.)
5. I understand that failing to fulfill and honor my financial obligations as agreed upon in this contract can result in a collection agency being involved to collect the tuition funds, and I will be responsible for paying all fees billed by the collection agency.
6. I agree to continue with selected payment plan and accept the terms of the refund policy.
7. Policy is applicable even in case of emergency school closing including but not limited to local, state, national mandatory closures, or closures due to act of God including changes to school attendance related to COVID infections.

Guardian signature/date

Print complete name

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.

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?

The processing fee covers 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 balance in full of prior year before your child(ren)’s registration is renewed. Outstanding balance from previous year cannot be included in the payment plan.

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

Any other special handling for payment options that are 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 by day; however, tuition will be prorated according to the week the child enrolled at TIA.

8. Can I pay less if school closed for Holidays, school vacations or emergency weather conditions?

No, the yearly tuition already took in consideration the schools’ calendar. Tuition is due in full.

9. My child did not join on September 1st; do I have a different refund policy?

The refund policy applies regardless of the start day.

10. Can I receive tuition discount if in-school learning is interrupted due to Act of God, including but not limited to COVID-19?

No, unfortunately, the school cannot financially afford to issue Act of God discounts.

**Full Time and Part Time Pre-Kindergarten
2022-2023**

Students entering Pre-Kindergarten must be fully potty trained before starting school.

Pre-K 4 students should not be wearing pull-ups. However, Pre-K 3 students may wear pull-ups. The following contract is being established between The Islamic Academy for Peace (TIA) and _____, henceforth referred to as the Guardian.

The Guardian is fully responsible for paying the tuition stated in section A for the 2022-2023 academic year.

Please check all that applies

Section A: Information about the student(s). Please list student from youngest to oldest, first child is the younger child. There is no sibling discount for daycare.

1 st student's Name:		
Birthdate:		
Entering Pre-K 3/Pre-K 4	Full day/ 5 days	Half day/ 5 days
	Full Day/ days: Monday	Half day/ days: Monday
	Tuesday	Tuesday
	Wednesday	Wednesday
	Thursday	Thursday
	Friday	Friday
	Tuition: \$	Tuition: \$
2 nd student's Name:		
Birthdate:		
Entering Pre-K 3/Pre-K 4	Full day/ 5 days	Half day/ 5 days
	Full Day/ days: Monday	Half day/ days: Monday
	Tuesday	Tuesday
	Wednesday	Wednesday
	Thursday	Thursday
	Friday	Friday

Special accommodations:

Full and Half Day Daycare

Day care schedule follows the school academic calendar.

Daycare student's Name:		
Birthdate:		
	Full day/ 5 days	Half day/ 5 days
	Full Day/ days : Monday	Half day/ days : Monday
	Tuesday	Tuesday
	Wednesday	Wednesday
	Thursday	Thursday
	Friday	Friday
	Tuition: \$	Tuition: \$

