

**THIS FORM IS FOR NEW STUDENTS ONLY**

**Instructions:**

Please fill, sign and submit this form along with

- \$150 non-refundable application fees
- Birth certificate

Please refer to the following attached sheets for more information:

- Admission Process for Academic Year 2017 – 18
- Tuition and Other Fees for Academic Year 2017 – 18

**Parent/Guardian Information:**

Parent/Guardian's Name:		
Home Address:		
City, State, ZIP		
Phone:	Home:	Cell:
Primary Email:*		
Secondary Email:*		
Relationship with Student:	<input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Other:	

*\*School emails will be sent to these email addresses*

**Student Information:**

Student's Full Name:	FIRST	M	LAST
Current School:			
Program/Grade Applying:	<input type="checkbox"/> An-Noor	Grade:	
	<input type="checkbox"/> Darul Huda	Grade:	
	<input type="checkbox"/> Daycare 7:30 am to 1 pm	Daycare Contract Type:	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly
	<input type="checkbox"/> Daycare 7:30 am to 3 pm	Daycare Contract Type:	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly
Date of Birth:	(mm/dd/yyyy)	Place of Birth:	
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female		
Student resides with:	<input type="checkbox"/> Both Parents <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Guardian		
Race:*	<input type="checkbox"/> Arab <input type="checkbox"/> Black/African American <input type="checkbox"/> East Asian <input type="checkbox"/> South Asian (Indian Subcontinent) <input type="checkbox"/> White <input type="checkbox"/> Other (specify)		
List any siblings attending An-Noor:	1.	4.	
	2.	5.	
	3.	6.	

*\*This data is being collected for compliance with IRS requirements for 501(c)(3) schools*

Parent/Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ (mm/dd/yyyy)

OFFICE USE ONLY	
Date Received:	
Time Received:	
Received By:	
Fee Cash/Check #	
Exam Date:	
Exam Result:	
Date Parent Informed:	
Date Entered in SS:	
Entered in SS By:	
Date Entered in TE:	
Entered in TE By:	
Account Number:	
Notes:	

**Non-Discrimination Policy**

An-Noor Academy, Inc. admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, athletics and other school administered programs.

**Existing Students**

Complete the "Registration Form" and submit to the Administration Office along with the required Registration and Activity/Book Fees to register. (Registration Form has been uploaded on TeacherEase Digital Locker.)

Please note that **registration and seat are NOT confirmed until all three items (Registration Form, Registration and Activity/Book Fees)** are submitted to the Administration Office.

Please also note that the account balance for the current academic year must be clear with no outstanding dues. Parents/Guardians with an open balance will not be allowed to register their children. If the account is current at the time of registration but is found to be delinquent subsequently, the admission will be put on hold until such time that all dues are cleared, or payment arrangement is made with the school.

**New Students (Daycare, Pre-School, Pre-K)**

For admission to PS, child must be 3 years old by Oct 31, 2017.

For admission to PK, child must be 4 years old by Oct 31, 2017.

If seats are available, or if seats are not available but you chose to be put on waiting list then please submit the following to the Administration Office:

1. New Student Application Form
2. \$150 Non-refundable Application Fee
3. Copy of Birth Certificate

When seats are available, you will be notified and required to submit the following within two weeks of notification:

1. Registration Packet
2. One-time Family Enrollment Fee (For new families only)
3. Activity Fee (PS and PK only)
4. Complete Immunization Record / Physical

Once all of the above items are submitted, you will receive a 'Welcome Email' which will include the supply list and school calendar.

**New Students (K-12 and Darul Huda)**

For admission to KG, child must be 5 years old by Oct 31, 2017.

If seats are available, or if seats are not available but you chose to be put on waiting list then please submit the following to the Administration Office:

1. New Student Application Form
2. \$150 Non-refundable Application Fee
3. Copy of Birth Certificate

Set up appointment for entrance exam. DH Applicants will be required to take an additional test and interview.

Upon review of the exam results, if child is accepted, you will receive an 'Acceptance Email'.

When seats are available, you will be notified and required to submit the following within two weeks of notification:

1. Registration Packet
2. One-time Family Enrollment Fee (For new families only)
3. Book Fee
4. Complete Immunization Record / Physical

Once all of the above items are submitted, you will receive a 'Welcome Email' which will include the supply list and school calendar.

Program/Grade	Application Fee <sup>(1)</sup>	Activity/Book Fee <sup>(2,3)</sup>	Tuition/Other Fee
Pre-School/Pre-K	\$150.00	\$200.00	\$4,950.00/year
An-Noor KG – 8	\$150.00	\$300.00	\$4,650.00/year
An-Noor 9 – 12 (High School)	\$150.00	\$300.00	\$4,950.00/year
Darul Huda All Grades	\$150.00	\$300.00	\$4,650.00/year
PS/PK Aftercare 1:00 to 3:00 pm	N/A	N/A	\$10/day; \$35/week; \$100/month
Daycare 7:30 am to 1:00 pm	\$150.00	N/A	\$40/day; \$160/week; \$480/month
Daycare 7:30 am to 3:00 pm	\$150.00	N/A	\$45/day; \$180/week; \$540/month

- (1) Registration Fee is \$125 for existing students provided they pay by March 20, 2017.  
(2) Activity Fee for PS/PK is \$175 for existing students provided they pay by March 20, 2017.  
(3) Book Fee is \$275 for Existing students provided they pay by March 20, 2017.

### Enrollment Fee

New families have to pay a one-time enrollment fee of \$1,000.00

### New School Building Construction Contribution

All families are required to raise \$1500 (payable to MCMC) towards the new school building.

### Sibling Tuition Discount: (Available for KG - 12 only)

First sibling	\$300 discount towards annual tuition fees
Second sibling	\$600 discount towards annual tuition fees
Third and onwards sibling	\$1200 discount towards annual tuition fees

### Tuition Payment Schedule

- Application fee is to be paid at the time of applying for admission. This fee is non-refundable.
- Activity/Book fee is to be paid at the time of registration. This fee is non-refundable after June 1, 2017.  
Activity/Book fee is for use of books, supplies, tests, and other misc. things provided by the school.  
Books are property of the school and are to be returned at the end of the academic year.
- Parents/Guardians are liable to pay the full annual tuition fees unless the student is withdrawn within 15 days of admission or the start of school whichever is later.
- Annual tuition fee can be paid in 10 installments.

### Late Fee/Suspension/Collection

The monthly tuition fee must be received on or before the 5th of the month. Thereafter a late fee of \$25.00 will be charged per student. If the fee is not received by the 15th of the month, students will be suspended until such time that the accounts are made current. Every reasonable attempt will be made to work with the parents/guardians. However, if success is not met, students will be terminated from the school, and the account will be referred to a collection agency. The school reserves the right to hold student records until all outstanding dues are cleared. The outstanding dues shall include any monetary damages assessed by the school for damaged or unreturned books.

### Bounced/Returned Checks

There will be a \$20.00 fee charged for each bounced/returned check.

### Parent Volunteer Hours

An-Noor Academy requires each family to volunteer at least 15 hours if they have one child and 20 hours if they have more than one child attending the school. Parents/Guardians who cannot volunteer their time are required to pay \$150 for one child and \$200 for more than one child attending the school.

### Financial Aid

Financial aid is available for students enrolled in 1<sup>st</sup> to 12<sup>th</sup> grades. Financial aid is not available for students enrolled in Pre-School, Pre-K and KG. The detailed financial aid information and application process is posted on the school's website.