

THIS FORM IS FOR NEW STUDENTS ONLY

Instructions:

- Please complete, sign and submit this form along with
- Birth certificate
 - Release of Records Form (for Grades 1 to 12 only)
 - Acceptance of school policies
 - Emergency Contact Form
 - Form B6T Transportation Form
 - Nursing Services Consent

- Please refer to the following attached sheets for more information:
- Admission Process for Academic Year 2019 – 20
 - Tuition and Other Fees for Academic Year 2019 – 20

Parent/Guardian Information:

Please print clearly

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"/> Toddler Program	<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 / Ethnicity:*	<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"/> Hispanic <input type="checkbox"/> Other (specify)		
List any siblings attending An-Noor:	1.	2.	
	3.	4.	

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

OFFICE USE ONLY	
Date Received:	
Time Received:	
Received By:	
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:	

Parent/Guardian's Signature: _____

Date: _____ (mm/dd/yyyy)

To The Parent or Guardian:

To assist in the prompt and efficient transfer of your child's educational records, please provide the following information, sign where indicated and give this form to the school administrator at the front office:

Student's Full Name:	FIRST	M	LAST
Grade:			
Name of Previous School:			
Address of Previous School:			

Parent Authorization & Signature

I give my permission for the transfer of my child's school records to An-Noor Academy.

The record should include copies of the following:

- _____ Current transcripts/permanent school records
- _____ Transcripts of grades or evaluations for previous years
- _____ Results/scores of all standardized tests
- _____ Health records including current immunization records
- _____ Behavior/discipline records
- _____ Other information maintained in student's permanent record

Parent/Legal Guardian's Name: _____

Signature: _____ Date: _____

We appreciate your help and assistance. If you have any questions or require further assistance, please contact the school administrator at 732-667-5300.

Please send requested information and sealed records directly to:

An-Noor Academy
 Attn: School Administrator
 1000 Hoes Lane
 Piscataway NJ 08854

Tel: 732-667-5300
 Fax: 732-410-7857

Parent/Guardian's Name: _____

Student's Name: _____

Student's Grade: _____

Tuition and Other Fees

I have received a copy of "Tuition and Other Fees for Academic Year 2019 – 20" and I agree to pay the following fees:

- One-Time Family Enrollment fee: \$1,000.00 (for new families)
- One-Time Construction Contribution: \$1,500.00 (for new families; payable to MCMC)
- Book/Activity Fee for Pre School -12: \$300.00
- Tuition Fee: As indicated on "Tuition and Other Fees for Academic Year 2019 – 20" sheet

Late Fee/Suspension/Collection

The monthly tuition fee must be received on or before the 5th of the month. Thereafter a late fee of \$30.00 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 \$30.00 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.

Other Policies

An-Noor Academy uses email as the official means of communication to parents/guardians.

Students registered in An-Noor Academy cannot be transferred to Darul Huda Institute of Tahfeez Al-Qur'an and vice versa one month after the start of the school unless otherwise deemed necessary.

Any policy that the school adopts, anytime thereafter, will be considered as accepted after ten business days of providing the amendments to parents/guardian. Any objections are to be posed before the end of the ten-day period. Should parents/guardian choose not to accept the policy or object to the amendments for any reason, An-Noor Academy reserves the right to prohibit the student from attending the school until such time as parents/guardian withdraws the student or accepts the school policy in writing.

Parent/Guardian's signature on this form means acceptance of all school policies.

Parent/Guardian's Signature: _____

Date: _____ (mm/dd/yyyy)

Student Information

Student's Name: _____

Student's Grade: _____

Date of Birth: _____ (mm/dd/yyyy)

Gender: Male Female _____

Home Phone: _____

Home Address: _____

City: _____ State: _____ ZIP: _____

Father's Name: _____ Mother's Name: _____

Father's Cell Phone: _____ Mother's Cell Phone: _____

Father's Work Phone: _____ Mother's Work Phone: _____

Student's Allergies:

Emergency Contact Information

Name	Relationship	Phone	Alternate Phone
1.			
2.			
3.			

Doctor's Information

Name: _____

Phone: _____

Street Address: _____

In the event of a medical emergency, I authorize An-Noor Academy to seek emergency medical care for my child as deemed necessary by the Principal or administrative designee.

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____

Date: _____ (mm/dd/yy)

(B6T) APPLICATION FOR PRIVATE SCHOOL TRANSPORTATION

Please submit a separate application for each child to the private school

SCHOOL YEAR 2019-20 RESIDENT DISTRICT BOARD OF EDUCATION _____

STUDENT'S NAME _____ DATE OF BIRTH _____
LAST FIRST MIDDLE MONTH DAY YEAR

GENDER _____ PARENT/GUARDIAN NAME _____ DAYTIME PHONE _____
M or F AREA CODE + NUMBER

HOME ADDRESS _____ CITY or TWP _____ ZIP _____

NEAREST INTERSECTION TO STUDENT'S RESIDENCE _____

MAILING ADDRESS _____ ZIP _____

FULL NAME OF SCHOOL TO BE ATTENDED AN-NOOR ACADEMY PHONE 732-667-5300

ADDRESS OF SCHOOL KG: 647 1000 Hoes Lane, Piscataway, NJ 08854; Grade 1-12: 1000 Hoes Lane, Piscataway, NJ 08854

STUDENT'S GRADE FOR THE COMING YEAR _____ SHORTEST ONE-WAY MILEAGE BETWEEN HOME AND SCHOOL _____
(MEASURED VIA THE SHORTEST ROUTE ALONG PUBLIC ROADWAYS OR WALKWAYS IN MILES AND TENTHS)

DATE SCHOOL OPENS 09/04/19 CLOSES 06/19/20 SCHOOL HOURS FROM 8:00 AM TO 3:00 PM
MILES TENTHS

NAME AND ADDRESS OF LAST SCHOOL OF ATTENDANCE _____

DATE _____ SIGNATURE _____

DO NOT WRITE BELOW THIS LINE * FOR PUBLIC SCHOOL USE ONLY

YOUR APPLICATION HAS BEEN REVIEWED BY THE RESIDENT DISTRICT BOARD OF EDUCATION. THE FOLLOWING DETERMINATION HAS BEEN MADE:

_____ TRANSPORTATION WILL BE PROVIDED _____ YOU ARE ELIGIBLE FOR PAYMENT IN LIEU OF TRANSPORTATION

_____ INELIGIBLE _____ (REASON)

DATE _____ SIGNATURE _____ TITLE _____

INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR PRIVATE SCHOOL TRANSPORTATION (B6T) N.J.A.C. 6A:27-2.5

- IT IS THE OBLIGATION OF THE PARENT OR GUARDIAN OF PRIVATE SCHOOL STUDENTS TO:
 - ANNUALLY OBTAIN THE APPLICATION FOR PRIVATE SCHOOL TRANSPORTATION FROM THE ADMINISTRATIVE OFFICE OF THE PRIVATE SCHOOL FOR EACH STUDENT FOR WHICH TRANSPORTATION SERVICES ARE BEING REQUESTED. SUBMIT A SEPARATE APPLICATION FOR EACH STUDENT.
- IT IS THE OBLIGATION OF THE NONPUBLIC SCHOOL ADMINISTRATOR TO ANNUALLY COLLECT THE APPLICATION AND SUBMIT IT TO THE PUBLIC SCHOOL FROM WHICH TRANSPORTATION IS BEING REQUESTED PRIOR TO MARCH 15TH.
- IT IS THE OBLIGATION OF THE PUBLIC SCHOOL ADMINISTRATOR TO NOTIFY THE PARENT OR GUARDIAN AS TO THE DETERMINATION OF EACH APPLICATION BY AUGUST 1ST.

NOTE:

- IF THERE IS A CHANGE OF HOME ADDRESS, A NEW APPLICATION SHALL BE SUBMITTED TO THE PUBLIC SCHOOL DISTRICT OF RESIDENCE.
- IF THERE IS A CHANGE IN THE NONPUBLIC SCHOOL OF ATTENDANCE, A NEW APPLICATION SHALL BE SUBMITTED TO THE PUBLIC SCHOOL DISTRICT OF RESIDENCE.

- COMPLETE THIS APPLICATION AND RETURN IT TO THE PRIVATE SCHOOL ON OR BEFORE MARCH 10TH PRECEDING THE SCHOOL YEAR IN WHICH TRANSPORTATION IS BEING REQUESTED.

LATE APPLICATIONS – ANY APPLICATION RECEIVED AFTER MARCH 10TH WILL BE A LATE APPLICATION AND MUST BE ACCOMPANIED BY A STATEMENT OF THE REASON FOR LATENESS. ELIGIBLE STUDENTS WILL RECEIVE TRANSPORTATION OR AID IN LIEU OF TRANSPORTATION BASED ON THE DATE THE APPLICATION IS RECEIVED BY THE PUBLIC SCHOOL.

A DISTRICT BOARD OF EDUCATION SHALL PAY AID IN LIEU OF TRANSPORTATION TO THE PARENT OR GUARDIAN OF AN ELIGIBLE STUDENT ONLY AFTER RECEIVING A SIGNED "REQUEST FOR PAYMENT OF TRANSPORTATION AID" VOUCHER AS PRESCRIBED BY THE COMMISSIONER OF EDUCATION.

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.

Age Requirement for Toddler Program, Pre-School, Pre-K, KG

For admission to Toddler Program, your child must be 2 years old by Oct 31, 2019.

For admission to Pre-School, your child must be 3 years old by Oct 31, 2019.

For admission to Pre-K, your child must be 4 years old by Oct 31, 2019.

For admission to KG, your child must be 5 years old by Oct 31, 2019.

Admission Process

Please submit the following to the Administration Office:

1. New Student Application Form
2. Copy of Birth Certificate
3. Acceptance of school policies
4. Emergency Contact Form
5. Form B6T Transportation Form
6. Release of Records Form (for Grades 1 to 12 only)

KG applicants will be required to take a readiness test.

Grade 6 to 12 applicants will be interviewed.

Darul Huda Tahfeez Al-Quran Program applicants will be required to take a *hifz* exam.

If your child is accepted, and seats are available, you will be notified and required to submit the following within two weeks of notification:

1. Registration Packet
2. Complete Immunization Record / Physical

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

1. One-time Family Enrollment Fee (For new families only)
2. Registration Fee
3. Book/Activity Fee (PS – 12)

Program/Grade	Registration Fee ⁽¹⁾	Activity/Book Fee ⁽²⁾	Tuition Fee
Toddler Program 8:00a – 1:00p	\$150.00	N/A	\$50/day; \$200/week; \$500/month
An-Noor Pre-School – 12	\$150.00	\$300.00	\$5,150.00/year
Darul Huda All Grades	\$150.00	\$300.00	\$5,150.00/year

(1) Registration Fee is \$125 for existing students provided they pay by March 18, 2019.

(2) Book Fee is \$275 for existing students provided they pay by March 18, 2019.

Please contact school administration for Morning / Aftercare Program fees.

Smart Tuition Administrative Fee

An-Noor Academy is partnering with Smart Tuition for the processing and collection of tuition and fees. The Smart Tuition Administrative Fee is \$50.00 per family per academic year.

Enrollment Fee

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

New School Building Construction Contribution

New families are required to raise \$1500 (payable to MCMC) towards the new school building. Checks for this contribution should be submitted directly to the school and not Smart Tuition.

Sibling Tuition Discount:

First sibling	\$400 discount towards annual tuition fees
Second sibling	\$1000 discount towards annual tuition fees
Third and onwards sibling	\$1700 discount towards annual tuition fees per sibling

Tuition Payment Schedule

- Registration and Activity/Book fees are to be paid at the time of registration. These fees are non-refundable.
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.
- The 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 each month. Thereafter a late fee of \$30.00 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.

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Financial Aid

Financial aid is available for students enrolled in 1st to 12th 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.

TO: PARENTS/GUARDIANS

FROM: AN-NOOR ADMINISTRATION

RE: NURSING SERVICES; CHAPTER 226 – LAW 1991

Existing legislation provides certain nursing services and funding for full-time students in private schools, grades kindergarten through twelfth.

Included in these services, based on available state aid, is maintenance of student health records, hearing assessment, and scoliosis screening.

In addition, your child will receive emergency nursing services for any school related illness or injury.

Please sign and date the form below and return it to my office, as soon as possible. This consent will remain in effect for the entire educational career of your child here at An-Noor Academy. You may, in writing, rescind this consent at any time during your child’s attendance at An-Noor Academy.

Thank you for your quick response.

Should you have any questions, please do not hesitate to contact us at An-Noor Academy.

I hereby give consent for my child _____ in grade _____,
(Print Child’s Name)

to participate in Chapter 226 ---- Laws 1991, nursing services, for his/her whole educational career at An-Noor Academy. I understand that I may rescind this consent, in writing, at any time during his/her attendance at An-Noor Academy.

(Parent/ Legal Guardian Signature)

(Date)