



ISLAMIC FOUNDATION SCHOOL

SCHOLARSHIP • CHARACTER • SERVICE

Registration and Tuition Policy Handbook

A. Conditions of Admission and Retention

- To be considered for admission, your child must reach the appropriate age for their grade by October 31st.

GRADE LEVEL	AGE
PRE-SCHOOL	3
PRE-KINDERGARTEN	4
KINDERGARTEN	5
FIRST GRADE	6

- All new students may be subject to taking the academic placement exam. This is contingent upon the student's previous academic/behavioral records or if records cannot be provided to the school.
- Students are required to abide by all school rules and behavioral expectations.
- IFS students must adhere to our school uniform on a daily basis. Uniforms should be purchased directly from our uniform vendor, Schoolbelles. www.schoolbelles.com 708.598.8008
- The school reserves the right to suspend or to dismiss any student whose progress, conduct, or attendance is not satisfactory.

B. REGISTRATION FEES AGREEMENT

Administrative, resource, and lab fees are due in full, irrespective of when a child registers in the course of the year.

ADMINISTRATION FEE

- Non-refundable

RESOURCE and LAB FEE

- Covers:
 - Classroom teaching resources and supplies
 - Textbooks (Elementary)
 - One yearbook per family
- Does **not** cover:
 - Textbooks – Middle school and High school students need to purchase their own textbooks.

All Registration Fees are paid through RenWeb for each student. In order to access payment for the Registration Fees, an Online Enrollment Packet must be submitted.

Please note that payment of the Online Application (applicable to New Students only in the amount of \$50) does not guarantee a seat or admission in the school. Please also note that the Registration Fee does not guarantee a seat or admission in the school.

REGISTRATION FEES

Administration fee + Resource fee + Lab fees

Breakdown of Registration Fees for New Students

	Administration Fees			Resource Fees	Lab Fees
Grade Level	<u>Early Registration</u> March 18 th – April 14 th , 2019	<u>Open Registration</u> April 15 th – June 30 th , 2019	<u>Late Registration</u> After June 30 th , 2019		
PS & PK	\$150	\$ 175	\$ 275	\$ 250	\$ 0
KG-5 th	\$150	\$ 175	\$ 275	\$ 300	\$ 0
6 th -8 th	\$150	\$ 175	\$ 275	\$ 250	\$ 100
9 th -12 th	\$150	\$ 175	\$ 275	\$ 200	\$ 100

Breakdown of Registration Fees for Returning Students

	Administration Fees			Resource Fees	Lab Fees
Grade Level	<u>Early Registration</u> February 25 th - March 17 th , 2019	<u>Open Registration</u> March 18 th – June 30 th , 2019	<u>Late Registration</u> After June 30 th , 2019		
PS & PK	\$150	\$ 175	\$ 275	\$ 250	\$ 0
KG-5 th	\$150	\$ 175	\$ 275	\$ 300	\$ 0
6 th -8 th	\$150	\$ 175	\$ 275	\$ 250	\$ 100
9 th -12 th	\$150	\$ 175	\$ 275	\$ 200	\$ 100

CALCULATIONS

1. PRE-SCHOOL – 5TH GRADE: ADMINISTRATION FEE + RESOURCE FEE
2. 6TH GRADE – 12TH GRADE: ADMINISTRATION FEE + RESOURCE FEE + LAB FEE

C. TUITION AGREEMENT

ANNUAL TUITION RATES

Parents / Guarantors are expected to pay the full tuition **irrespective of early withdrawal or extended leave/absence** from the school.

<i>GRADE</i>	<i>AMOUNT</i>
PRE-SCHOOL & PRE-K (Half-Day)	\$5,250
PRE-SCHOOL & PRE-K (Full-Day)	\$6,565
KINDERGARTEN	\$6,300
1 st GRADE – 5 TH GRADE	\$6,720
6 TH GRADE – 8 TH GRADE	\$7,510
9 TH GRADE – 12 TH GRADE	\$7,770
Full-Time Hifdh <i>Optional- Academic Core Subjects (3:45pm – 6:00pm)</i>	\$5,250 <i>\$1,575- Optional</i>
Part-Time Hifdh	\$2,100
Dual Hifz	\$2,415 (In addition to the grade level tuition fee)

The fees indicated above are per student.

SIBLING DISCOUNTS:

Families that have **two or more children** at IFS simultaneously are eligible to receive discounted tuition rates according to the chart below:

Sibling Tuition Discount Rates					
Grade Level	1st Child	2nd Child	3rd Child	4th Child	5th Child
HIGH SCHOOL Grade 9 - Grade 12	\$7,770	\$6,993	\$6,216	\$5,439	\$5,051
MIDDLE SCHOOL Grade 6 - Grade 8	\$7,510	\$6,759	\$6,008	\$5,257	\$4,882
ELEMENTARY SCHOOL Grade 1 - Grade 5	\$6,720	\$6,048	\$5,376	\$4,704	\$4,368
ELEMENTARY Kindergarten	\$6,300	\$5,670	\$5,040	\$4,410	\$4,095

CALCULATIONS

1. Begin with the highest-grade student.
2. Move diagonal and down to add lower grade students –OR- across for same school (ES, MS, or HS)
3. EXAMPLE:
 - a. SAME Grade Level: Add 1st Child in the High School Grade Level 1 + 2nd Child in the High School Grade Level, etc.

b. LOWER GRADE: Add 1st Child in the High School Grade Level I + 2nd Child in the Middle School Grade Level, etc.

4. **How to Calculate Annual Tuition Amount Due:** Rank each child in a family from highest to lowest grade. The child in the highest grade will be the 1st child, the child in the 2nd highest grade will be the 2nd child, and so on. For example, a family with 4 children in grades 12th, 7th, KG, and Pre-K (Half-day) will have the following tuition amount due:

Grade	Rank	Annual Tuition Amount
12 th	1 st Child	\$7,770
7 th	2 nd Child	\$6,759
KG	3 rd Child	\$5,040
Pre-K (Half-Day)	Discount Not Applicable	\$5,250
TOTAL:		\$24,819

Note: Sibling discounts will not be applicable to students in Pre-School or Pre-Kindergarten. Late registering students will be charged for the month (not partial month). Part-time attendance (upon approval from administration) will entail a minimum of 75% payment.

D. HIFDH PROGRAM AGREEMENT

HIFDH PROGRAM TUITION (Separate registration packet must be completed): Please note that Hifdh tuition will not be subsidized by financial aid.

D. PAYMENT METHODS AGREEMENT

Registration Fees must be paid through RenWeb's Online Enrollment. Payment can be made by e-check, credit card, or by providing your bank account information. **Payments will NOT be accepted at the IFS Main Office.** After submitting the Registration Fee online, an option to print out a receipt will be provided. We urge Parents/Guarantors to save a copy for their records.

Tuition payments and Incidental fees will be processed through FACTS, a leading tuition management company that serves faith-based schools. Families have the option after enrolling with FACTS in choosing (1) immediate full payment, (2) semi-annual payment plan, and (3) monthly payment plan over a 10-month period.

- **Enrollment in FACTS is required** for all parents/guarantors of IFS students (enrollment fee is pre-paid by IFS). Once you are enrolled, FACTS will debit your checking or savings account that you authorize. Parents/Guarantors also have a choice to make payments through their MasterCard, Discover, or American Express credit cards. If you select this option, each payment will incur a credit card convenience fee of 2.85%

Monthly Payment Plan: Parents/Guarantors who enroll for a 10-month payment plan must make their first payment by **September 20th, 2019**. Subsequent payments may be arranged on the 1st, 10th, or 20th of each month depending on the parent's/ guarantor's choice. Parents/ guarantors will also have the option to make down payments.

Other Fees: Fees for all other activities and incidentals (e.g. extra-curricular events, special field trips, lunch, standardized tests, overdue library books, sports fees, apparel, etc.) will be the responsibility of the parents/guardians. IFS, at its discretion, may apply such fees to a families' payment plan with FACTS. IFS will provide instructions on how to pay such fees as they are incurred. Parents may opt for "Auto Pay" through FACTS which enables incidental invoices to be debited from a designated account on the invoice due date. If Auto Pay is not selected, parents must click on the link in the invoice email sent by FACTS to pay funds by credit card, check, or checking/savings account. If certain incidental fees are not billed through FACTS, parents may be required to pay these fees at the school office.

REFUNDS

Administration Fee: This is non-refundable.

Resource/Lab Fees:

Refundable if parent/guarantor informs IFS in writing by **August 12th, 2019** that he/she intends to withdraw child.

If a parent/guarantor registers their child(ren) after August 12th, 2019 and then decides to withdraw, a refund will be granted if the request is submitted within seven school days from when the child(ren) registered.

Other Fees: Fees for all other activities & incidentals are non-refundable.

Tuition: Parents/Guarantors are expected to pay the full annual tuition amount irrespective of early withdrawal, extended leave/absence, or dismissal from the school. Requests for tuition refunds may be considered if (1) IFS Administration determines that a child has special educational needs which it cannot provide, (2) extreme hardship caused due to extended period of unemployment. The parent/guarantor must submit a written request for a refund and provide supporting details to prove hardship. If the request for refund is approved, the amount of refund will be determined based on the number of months a student has attended school and the amount of payments already received by parent/guarantor. The following chart provides an illustration of how the net amount due from parent/guarantor or refund due to parent/guarantor will be calculated under 3 scenarios. Please note that this is for illustration purposes only; each family account will be handled individually.

	<u>Scenario 1</u>	<u>Scenario 2</u>	<u>Scenario 3</u>
	Account current in monthly payments	Pre-paid annual tuition	Account is 1-month behind in payment
Annual Tuition Due	\$7,770	\$7,770	\$7,770
Monthly Tuition Amount (based on 10 months)	\$777	\$777	\$777
Number of months child in School	4	4	4
Adjusted Tuition Amount Due	\$3,108	\$3,108	\$3,108
Amount already Paid by Parent/Guarantor	\$3,108	7,770	\$2,331

Net Amount due (from Parent/Guarantor) or refund due to Parent/Guarantor	\$0	\$4,662	\$777
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Notes:

1. The number of months a child is in school will be based on the 1st day of each month. For example, a child who was in school on December 1st will deem to have been in school for 4 months.
2. The earliest a request for refund will be considered is after November 1st, 2019
3. Refund requests will not be considered after April 1st, 2020

E. FINANCIAL RESPONSIBILITY TERMS
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Parents/Guardians will assume all financial responsibility associated with their child's/children's education at IFS and by signing the Online Enrollment Packet form agree to abide by the terms and conditions outlined below. If someone other than the Parent/Guardian assumes financial responsibility for the child(ren), the Parent/Guardian and the Guarantor must jointly submit a letter in writing to IFS. The letter must describe the relationship between the Parent/Guardian and Guarantor, include language that explicitly states the Guarantor assumes full financial responsibility, and be signed by both Parent/Guardian and Guarantor.

FINANCIAL ASSISTANCE

If Parents/Guardians feel that they will need financial assistance from IFS to cover the cost of tuition for their child(ren), they must agree to all terms and conditions in the "IFS Financial Assistance Policy and Instructions" and submit a financial aid application as per instructions listed in that document. Please note that financial assistance is limited and under no circumstances will exceed 50% of total tuition costs. All other fees, including administration fee, resource fee, lab fee, and other fees must be paid by the Parent/Guardian or Guarantor.

Since the school depends upon tuition as the primary source of income, every family is expected to meet the prescribed financial obligations. A limited amount of assistance is available through the donors of Islamic Foundation of up to 50% for families meeting certain financial criteria. FACTS will manage all financial aid applications in order to provide IFS with a confidential and unbiased evaluation of the family's ability to cover costs of tuition. The fee for this assessment is \$35 (non-refundable) and the Parent/Guardian will pay this fee directly to FACTS. Further details are listed in the "IFS Financial Assistance Policy and Instructions" available in the main office or online by visiting our website at ifsvp.org.

Parents/Guardians who are seeking financial aid from IFS, having applied and submitted all necessary documents, will receive notification after a financial aid award is determined, which is expected no earlier than July 19th, 2019. Please note that IFS does not guarantee that it will be able to award financial aid.

DELINQUENT TUITION AND FEES

Tuition and fees are due on the 1st, 10th, or 20th of each month through FACTS. A non-sufficient funds fee of \$30 is assessed by FACTS for each returned payment. All past due fees will be added to the tuition account.

If families are having financial difficulties in meeting their obligations, they are encouraged to contact the School early to discuss potential financial assistance options. Please be aware that:

- All accounts 30 days past due will result in a call from FACTS or IFS reminding you of your past due balance;
- All accounts 60 days past due will result in a call or letter from FACTS or IFS requiring the Parent/Guardian or Guarantor to contact the school to discuss payment options. Account accesses may also be temporarily suspended. In addition, the parent/guardian's student(s) may be prohibited from participating in after school programs, extracurricular activities or field trips.
- Student records will be withheld for delinquent accounts and will not be permitted to register for the following year.
- If Parents/Guardians or Guarantors fail to address the delinquency through a mutually agreed payment plan, IFS reserves the right to terminate the student's enrollment at school. Furthermore, IFS may exercise its right to refer the account to a collection agency. If we refer an account for collection, the Parent/Guardians or Guarantor will be responsible for all collection costs, including (but not limited to) attorneys' fees. We urge all Parents/Guardians or Guarantors to be responsible and proactive in handling this going forward to avoid any embarrassing situations for your child(ren).

PRIOR YEARS DELINQUENCIES

Students who are carrying delinquent balances from prior academic years will not be allowed to enroll into the current school year until their delinquency is taken care of by their Parents/Guardians or Guarantors. Please contact IFS immediately to address a delinquent balance if you have received a delinquency notice.

Notification of Admission Status/Renewal:

Parents/Guardians will receive an email from IFS confirming the student's enrollment. Registration at IFS is on a school year basis. No student will be guaranteed enrollment for the following school year, unless the Parent/Guardian or Guarantor enters into a new tuition agreement with IFS through FACTS and has submitted the Online Enrollment packet. By submitting the Online Enrollment packet, Parents/Guardians agree to the above terms and conditions, including the obligation to pay IFS all charges for tuition and fees. They assume full responsibility for the financial obligations of their child/children enrolled in IFS.