



ISLAMIC FOUNDATION SCHOOL

SCHOLARSHIP • CHARACTER • SERVICE

**2020-21 Application
Registration
Tuition Agreement
&
Financial Aid Policy**

Islamic Foundation School (IFS) Administration is pleased that you are considering re-enrolling or enrolling your children at IFS. This packet is designed for returning and new families to IFS. Please read this packet carefully and if you have any questions, please contact the school office at 630-941-8800 ext. 1000.

A. Conditions of Admission and Retention

- To be considered for admission for a new student, the child must reach the appropriate age for their grade by September 30th. Any student's birthdate that occurs after September 30th will not be eligible for enrollment until the next school year.

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

- All new students to IFS may be subject to taking the academic placement exam depending upon availability of satisfactory academic/behavioral records from the prior school.
- Returning students are required to have a satisfactory academic/behavioral record and must have been cleared for re-enrollment to IFS.
- Returning students will not be considered for re-enrollment if their financial accounts are delinquent. There is no guarantee that a seat will be available for a student in the next grade if the delinquency is not cured in a timely manner.

B. Application Fees for New Students

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.

ONLINE APPLICATION FEE

- Mandatory and non-refundable for all new student applications in the amount of \$50

PLACEMENT EXAMINATION

- Mandatory and non-refundable for all new student applications in the amount of \$25

C. 2020-2021 REGISTRATION FEES

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

REGISTRATION FEES = Administration fee + Resource fee + Lab fees

Breakdown of Registration Fees (<i>Per Student</i>)					
	Administration Fee			Resource Fee	Lab Fee
Grade Level	<u>Early Registration</u> February 18 th - March 20 th , 2020	<u>Open Registration</u> March 21 st – June 30 th , 2020	<u>Late Registration</u> After June 30 th , 2020		
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
FT-Hifdh	\$100	\$100	\$100	\$0	\$0

HOW TO DETERMINE THE REGISTRATION FEES DUE?

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

REGISTRATION FEES ARE NOT DISCOUNTED AND DUE IN FULL WITH THE ONLINE ENROLLMENT PACKET

ADMINISTRATION FEE: Non-refundable

RESOURCE and LAB FEE: Refundable if student is withdrawn **by August 17th, 2020** or within seven days of enrollment notification. All refund requests must be submitted in writing indicating reason for withdrawal.

- 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.

Please note that the payment of Registration Fee does not guarantee a seat or admission at IFS.

D. 2020-2021 TUITION

ANNUAL TUITION RATES:

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

GRADE	AMOUNT PER STUDENT Tuition fees are based upon a 10-month period for which the regular academic year is in session.
PRE-SCHOOL & PRE-K (Half-Day)	\$5,408
PRE-SCHOOL & PRE-K (Full-Day)	\$6,762
KINDERGARTEN	\$6,489
1 st GRADE – 5 TH GRADE	\$6,922
6 TH GRADE – 8 TH GRADE	\$7,736
9 TH GRADE – 12 TH GRADE	\$8,004
Full-Time Hifdh*	\$5,408
Dual Hifdh*	\$2,488 plus Tuition Amount for Grade Level

***HIFDH PROGRAM TUITION (Separate registration packet must be completed):** Please note that financial assistance or sibling discounts are not applicable for the Sacred Link Hifdh program.

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 or more
HIGH SCHOOL Grade 9 - Grade 12	\$8,004	\$7,204	\$6,404	\$5,603	\$5,203
MIDDLE SCHOOL Grade 6 - Grade 8	\$7,736	\$6,963	\$6,189	\$5,416	\$5,029
ELEMENTARY SCHOOL Grade 1 - Grade 5	\$6,922	\$6,230	\$5,538	\$4,846	\$4,500
ELEMENTARY Kindergarten	\$6,489	\$5,841	\$5,192	\$4,543	\$4,218

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

HOW TO CALCULATE ANNUAL TUITION AMOUNT DUE:

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)
 - 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 1 + 2nd Child in the Middle School Grade Level, etc.
3. 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.
4. **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	\$8,004
7 th	2 nd Child	\$6,963
KG	3 rd Child	\$5,192
Pre-K (Half-Day)	Discount Not Applicable	\$5,408
TOTAL:		\$25,567

Tuition Refund Requests:

IFS expects to collect 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 student has special educational needs which it cannot provide, (2) extreme hardship caused due to extended period of unemployment. Any refund requests must be in writing and provide supporting details. 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 applied to the account. The chart below provides an illustration of how the net amount due or refund due will be calculated under 3 scenarios. Please note that this chart below is for illustration purposes only; each situation will be handled on a case by case basis.

	<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	\$8,004	\$8,004	\$8,004
Monthly Tuition Amount (based on 10 months)	\$801	\$801	\$801
Number of months student in School	4	4	4
Adjusted Tuition Amount Due	\$3,204	\$3,204	\$3,204
Amount already Paid	\$3,204	\$8,004	\$2,403
Net Amount due or refund	\$0	\$4,800	\$801

Notes:

1. The number of months a student is in school will be based on the 1st day of each month. For example, a student 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 2nd, 2020.
3. Refund requests will not be considered after April 1st, 2021

F. 2020-2021 PAYMENT METHODS AGREEMENT

Online Application & Placement Exam:

New students will be required to take a placement examination. A \$25 administrative fee will be charged per placement exam. Payments can be made by cash or e-check at the local school office. Payment is due on the scheduled date of the examination.

An Online Application Fee will be required during the registration process. A \$50 charge will be required in order to complete the application. Payment can be made by a e-check or credit card.

Registration Fees must be paid through RenWeb. 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.

Please note that you will have access to view payments made to Islamic Foundation School through your FACTS Family Portal. You will also find that the registration fee payment made will indicate an amount \$10 less than the actual amount you have paid. The reason for this is because a portion of the registration fees in the amount of \$10 for every student is directly paid to FACTS as a processing fee.

To illustrate, if you paid registration fees in the amount of \$500.00 for one student, your FACTS family portal will indicate a payment of \$490.00.

Tuition payments and Incidental fees will be processed through FACTS management, a leading tuition management company that serves faith-based schools. Account holders have the option after enrolling with

FACTS to choose the following payment options: (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 students and the enrollment fee is pre-paid by IFS. FACTS debits the checking or savings account authorize by the account holder. Account holders have a choice to make payments through their MasterCard, Visa, or Discover. A convenience fee of 2.85% is charged for every credit card payment.

Monthly Payment Plan: Account holders who select a 10-month payment plan must make their first payment by September 20, 2020. Subsequent payments may be arranged on the 1st, 10th, or 20th of each month. Account holders will also have the option to make down payments.

Other Fees (Non-Refundable): 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 account holder. IFS will apply these fees to the account 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.

Special Assessments: IFS has limited financial resources and the Islamic Foundation Board of Trustees do their best to keep the cost of education affordable while meeting ordinary operational expenses to meet the needs of the school. Islamic Foundation reserves the right to levy special assessments if required. Such assessments may be for special services (e.g. emotional/behavioral counseling), specialized technology, security, or critical emergencies. Any special assessments required will be vetted thoroughly with proper due diligence and communicated.

G. 2020-2021 FINANCIAL RESPONSIBILITY

IFS depends on tuition, registration, and other fees as the primary source of revenues to cover the costs of educating students. Therefore Parents, Guardians or Guarantor (collectively “Parents”) are expected to meet their financial obligations. In addition, we depend on donations to enhance the resources available to our students. We strongly encourage Parents and Grandparents to make charitable, tax-deductible contributions to IFS.

Parents assume full financial responsibility associated with their student’s education at IFS and by signing the Online Enrollment Packet form agree to abide by the terms and conditions in this agreement.

If a guarantor assumes financial responsibility for the student, the parent(s) or guardian(s) and guarantor must jointly submit a signed guarantee letter to IFS. The letter must describe the relationship between the parent(s) or guardian(s) and guarantor.

Please note that IFS utilizes third party services such as RenWeb and FACTS to administer its application, registration, and billing processes. While IFS reviews its processes regularly to ensure accuracy, administrative errors may occur. Any errors will be superseded and governed by the terms and conditions provided in this Agreement.

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 Parents are having difficulties in meeting their financial 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 to come into the school to discuss payment options;
- Student records will be withheld for delinquent accounts and will not be permitted to register for the following year;
- If Parents 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 an account is transferred to a collection agency, the Parents will be responsible for all collection costs, including (but not limited to) attorneys' fees. We urge all Parents to be responsible and proactive in handling their obligations to prevent any interruption in their student's education.

Notification of Admission Status:

Registration at IFS is on a school year basis and returning families are required to re-enroll their students each academic year. No student is guaranteed re-enrollment for the following school year.

New or Returning Parents enter into a new tuition agreement with IFS through FACTS after submitting an Online Enrollment packet. By submitting the Online Enrollment packet, Parents agree that they have read and understood the terms and conditions in this Agreement.

Parents will receive an email from IFS confirming the student's enrollment after all requirements are complete and the FACTS account is setup.

H. 2020-2021 Financial Assistance Policy and Instructions

If Parents feel that they will need financial assistance to cover the cost of tuition for their student, they must agree to all terms and conditions in the “IFS Financial Assistance Policy and Instructions” and submit applications as per instructions listed below. Please note that financial assistance is limited and not guaranteed to continue each academic year. Financial assistance is not available to students enrolling in Pre-school, Pre-kindergarten, and Sacred Link Hifdh programs. All fees, including administration fee, resource fee, lab fee, and other fees are not covered by financial assistance and must be paid in full by Parents. Please note that IFS does not guarantee that it will be able to award financial aid

Each year the Islamic Foundation Board of Trustees approve for a financial assistance program to offer need-based financial aid to students who could not otherwise afford to attend Islamic Foundation School (IFS). We are committed to making an IFS education accessible to accepted students regardless of financial means. Financial assistance is awarded to students at all grade levels (except Preschool, Pre-kindergarten, and Hifdh programs) and is decided on the basis of need and availability of funds. To determine financial aid eligibility, the Islamic Foundation School Committee (IFSC) is guided by an analysis of the Parents’/Guardians’ financial status performed by FACTS, a leading tuition management company that serves thousands of faith-based schools. FACTS will manage all financial assistance applications in order to provide IFS with a confidential and unbiased evaluation of the family’s ability to cover costs of tuition. All applications will be reviewed and assessed by the IFSC Finance sub-committee. All information shall be held in strict confidence by FACTS and IFS.

Financial Assistance Policies:

1. Only full-time students (grades K - 12) will be eligible for financial assistance.
2. There are essentially two ways that qualified families can seek financial assistance for their children.
 - Empower Illinois
 - FACTS Grant and Aid
3. Illinois enacted the Invest In Kids Scholarship Tax Credit Program where parents can now apply for a tax scholarship through Empower Illinois. This can cover up to 100% tuition for the student, however it is subject to the donations available through this program and is determined on a first come first serve basis until the funds are depleted. All families that believe meet the qualification criteria are encouraged to apply as early as possible to improve their chances of obtaining a scholarship through this program.
4. Parents are required to apply for a student scholarship through the [Empowerment Illinois Scholarship program](#) prior to applying for the FACTS Grant and Aid. To apply [click here](#) or visit <https://reservation.empowerexchange.org/>.
5. IFS awards a subsidy to qualified families as determined by FACTS Grant & Aid up to 50% of tuition.
6. Financial assistance will be applied only to tuition costs. All other fees, including administrative fee, lab fee, resource fees, and other fees must be paid by the Parent/Guardian or Guarantor.
7. To be eligible for the FACTS Grant and Aid, parents/guardians must submit an application and supporting documents no later than **June 8th, 2020** directly to FACTS. Incomplete or inaccurate

applications will not be considered – it is the Parent’s/Guardian’s responsibility to ensure they have met all requirements and submit their applications as soon as possible.

8. Applications from Parents/Guardians who have outstanding past dues from prior year(s) will not be considered.
9. All applications must accompany a non-refundable processing fee of \$35, which is paid directly by the parent/guardian to FACTS.
10. Financial assistance will be granted only after a student is approved for admission. A student receiving financial assistance must maintain minimum GPA of 2.5 each quarter (middle and high school students) or at least meet standards for all courses (elementary students) and must not have any severe disciplinary violations throughout the academic year.

Students who do not meet the requirements stated above at the end of the quarter will have their financial assistance suspended for the following quarter. Students able to regain the academic/behavioral requirements in the following quarter may have their financial assistance reinstated going forward, but it will not be prorated for the probationary term.

Academic/behavioral evaluations conducted upon the completion of quarter 4 may be applied to the next academic school year.

11. The IFSC Finance sub-committee will review all applications and make financial assistance allocation decisions based on analysis provided by FACTS.
12. IFS’ goal is to accommodate as many eligible families and students as possible given its limited budget for financial assistance. In this spirit, the **maximum amount of financial assistance** given to a family or student **will not exceed 50%** of the total published tuition rate.
13. All terms and conditions of the 2020-2021 Financial Responsibility Terms in the Parent Guide will be applicable to financial assistance recipients.
14. Financial assistance if approved will be valid only for the current academic year. Parents/Guardians must submit a new application and supporting documents for each academic year. Financial assistance assessments will be renewed each year based upon students’ academic standing and disciplinary status, demonstration of continued need, and availability of funds.
15. While not required, parent involvement at IFS is considered a reflection of a family’s commitment to the school. All parents are strongly encouraged to volunteer at IFS.
16. Any violation of the general IFS Policies by the student and/or the parent/guardian will result in an immediate termination of financial assistance.

Steps to Apply for Financial Assistance:

Families applying for financial assistance will need to complete an application and submit the necessary supporting documentation to FACTS Grant & Aid by **June 8th, 2020**. Applicants can apply online at <https://online.factsmgt.com/aid> or [click here](#). The code for IFS is **60181**. Once an online application has been completed, the following information will need to be sent to FACTS to complete the application process:

- Copies of your most recent Federal tax forms including all supporting tax schedules
- Copies of your W-2 forms for both applicant and co-applicant
- Copies of supporting documentation for Social Security Income, Welfare, Child Support, Food Stamps, Workers’ Compensation, and TANF.

All supporting documentation can also be faxed to **1-866-315-9264** or mailed to the address below:

FACTS Grant & Aid Assessment

**P.O. Box 82524
Lincoln, NE 68501-2524**

If you have questions or concerns about the application process, you may speak with a FACTS Customer Care Representative at **1-866-315-9262**.

Financial Assistance Decisions:

For the 2020-2021 academic year, IFS is expected to communicate financial assistance decisions **no earlier than July 10th, 2020**. Families who submit their applications after June 15th, 2020, should expect to hear a decision no earlier than 4 weeks after all required documents are submitted to FACTS Grant and Aid.

