



Al-Minhaal Academy

WHERE THE FUTURE BEGINS



Dear Parents and Guardians:

Assalaamu Alaikum wa rahmatullahi wa barakatuhu

We pray that this letter finds you in doing and receiving good works. Ameen. Alhamdulillah we are close to ending the school year with great success and achievement. It is with great excitement that we begin a new academic year.

This year, we have made changes to our admission process. All students must now submit application process online. It is currently under construction and will be available for everyone within a few weeks. We are giving our existing family the opportunity to enroll for the next school year before opening to the new enrollees. Therefore, we are submitting the paper admission form until the online admission is complete for everyone to use. The deadline for existing families to submit re-admission is April 14, 2015. Otherwise, your child/dren will lose their seat on the class roster and parents will need to register as new admission.

Al-Minhaal Academy will continue to pursue educational excellence and position our Academy as an academic leader. Our commitment is always to ensure that our students receive the best guidance and support to insure they feel happy and safe. Therefore they are able to thrive and achieve academically.

Please be advised that a modest increase has become necessary; therefore, tuition rates will increase across the board for the next school year. Please keep in mind that our new tuition rate is still one of the lowest from any other Muslim school and it is still affordable.

The additional revenue will be used to fund general operating expenses, payment of qard hasan loans, and instructor compensation. As always, families with two or more children will continue to receive the discounted parental tuition, and we will also continue to offer assistance to our families in need who apply and qualify through our financial assistance program. However, please note the deadline for financial aid applications is **May 1, 2015, no exceptions**. Al-Minhaal Academy also offers several payment options to help you make the right choice for your family; payment in installments can also help to make the cost of tuition more manageable.

On behalf of Al-Minhaal Academy and our esteemed Board Members, please accept our gratitude for your continued confidence in Al-Minhaal Academy and the lifelong value that an Islamic education provides. Barak Allaahu Feekum.

Wasallamu Alaikum wa rahmatullahi wa barakatuh

Your brother in Islam,

Sheikh Ahmed Salem, Ph.D

Principal



ADMISSIONS POLICY

NON-DISCRIMINATION

AL-MINHAAL ACADEMY does not discriminate on the basis of race, color, national or ethnic origin in the administration of its admission policies, educational policies, scholarships, loan programs, athletic and other school administered programs. Students are entitled to all the rights, privileges, programs, and activities generally accorded or made available to them at the school.

GOALS AND OBJECTIVES

1. To admit qualified students, according to a set of academic and behavior standards.
2. To detect the readiness and the compatibility of students to join the school program.
3. To detect weaknesses and strengths of students before they are admitted.
4. To acquaint students and parents with the school policy, environment and expectations from both the parents and the students.
5. To reflect indiscriminate, unbiased and fair standards of admission and policies that will apply to everybody.

REQUIREMENTS FOR ADMISSION

All students admitted to AL-MINHAAL ACADEMY, must meet the following requirements:

- An Application must be completed, signed and submitted to the office before the deadline.
- Non-refundable registration and book fees must be paid in full to reserve a seat.
- All required documentation must be submitted (birth certificate, report cards, transfer records, immunization records, and health screen forms).
- Transfer students must have at least a 70% average in each subject.
- Applicant must pass an English and Math placement test with a minimum score of 70%.
- Evidence of a history of positive school behavior from previous school & a letter of recommendation from a religious leader in your area must be submitted.
- Approval of Admission based on the interview conducted by the Principal (2nd – 9th)
- Children applying for Kindergarten must meet the minimum age requirements 5 years of age on or before October 31st. Students who will be 5 years old between November 1st and December 31st may be considered after the children that are 5 years of age before October 31st after passing the placement test.
- Maximum cut off age of 2 years above the average class age.
- Pre-Kindergarten students will not automatically be promoted to Kindergarten without passing the entrance exam (motor readiness coordination etc.) and they must meet the above age requirements.
- 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 the school whichever is later.
- Parents' signature on the application means acceptance of the current school policy. Any policy that the school adopts, anytime thereafter, will be considered as accepted after ten business days (counting the first day, but not counting the last) of providing the amendments to the parents. Any objections are to be posed before the end of the ten-day period. Should the parent choose not to accept the handbook or object to the amendments for whatever reason, AL-MINHAAL ACADEMY reserves the right to prohibit the student from attending the school until such time as the parent withdraws the student or accepts the school policy in writing.

Parent's Name: _____

Parent's Signature: _____

Date: ___/___/___

Witness: _____



= ENROLLMENT APPLICATION =

STUDENT INFORMATION

Name (Last, First) _____
 Date of Birth _____/_____/_____
 Place of Birth _____
 Gender Male Female
 US Citizen YES NO, Citizen of _____
 SS # _____-_____-_____
 Last School Attended _____
 Student Resides with Both Parents Father Mother Guardian

 Race* Arab Black, African American
 East Asian South Asian
 White
 Other (Specify) _____

* This Data is being collected in compliance with the IRS Requirements for 501(c)(3) Schools.

OFFICIAL USE ONLY

Application #	
Date Received:	
Time Received:	
Received By:	
Registration Check #:	
Book Fee Check #:	
Documents Signed:	
Date Entered in System:	
Entered By:	
Application Status:	
Notes:	

ADDITIONAL SIBLING(S)*

Name (Last, First) _____
 Date of Birth _____/_____/_____
 Place of Birth _____
 Gender Male Female
 Name (Last, First) _____
 Date of Birth _____/_____/_____
 Place of Birth _____
 Gender Male Female
 US Citizen YES NO, Citizen of _____
 SS # _____-_____-_____
 Last School _____

Name (Last, First) _____
 Date of Birth _____/_____/_____
 Place of Birth _____
 Gender Male Female
 Name (Last, First) _____
 Date of Birth _____/_____/_____
 Place of Birth _____
 Gender Male Female
 US Citizen YES NO, Citizen of _____
 SS # _____-_____-_____
 Last School _____

* for more than two siblings, please fill out this section of another application and attach it to current application.

PARENT/GUARDIAN INFORMATION

Father/Guardian's Name _____
 Home Address _____
 City _____
 State _____ ZIP _____
 Home Phone _____
 Cell Phone _____
 Work Phone _____
 Email* _____
 SS # _____-_____-_____

Mother/Guardian's Name _____
 Home Address _____
 City _____
 State _____ ZIP _____
 Home Phone _____
 Cell Phone _____
 Work Phone _____
 Email* _____
 SS # _____-_____-_____

* Email will be used for administrative purposes, important school announcements, and vital communication.

By signing below, I affirm that the above information is correct

Father/Guardian's Signature: _____

Mother/Guardian's Signature: _____



= STUDENT EMERGENCY FORM =

STUDENT INFORMATION

Student's Name _____ Grade: _____ DOB: _____

Address: _____ Home Phone #: (____) _____ - _____

PARENT/GUARDIAN INFORMATION

Father/Guardian's Name _____ Mother/Guardian's Name _____

Cell Phone Number: (____) _____ - _____ Cell Phone Number: (____) _____ - _____

Work Phone Number: (____) _____ - _____ Cell Phone Number: (____) _____ - _____

EMERGENCY CONTACTS

IN CASE THE PARENT / GUARDIAN CANNOT BE REACHED, PLEASE LIST 2 INDIVIDUALS WHO MAY TAKE YOUR CHILD HOME.

NAME	RELATIONSHIP	PHONE	ALTERNATE PHONE #
1.			
2.			
3.			

STUDENT MEDICAL INFORMATION

Allergies: 1. _____ 2. _____ 3. _____
 4. _____ 5. _____ 6. _____

DOCTOR INFORMATION

Name _____ Phone Number: _____

Address: _____

By my signature, I affirm the following:

1. *That the above information is correct.*
2. *That in the event of a medical emergency, I authorize AL-MINHAAL ACADEMY to seek emergency medical care for my child as deemed necessary by the Principal or administrative designee.*
3. *That I have received the Information to Parents document.*
4. *I understand that if an adult's name does not appear on this list, my child(ren) will not be released from school with that individual.*

Parent's Signature _____ Date _____



FEE STRUCTURE FOR 2015-2016

TYPE	INFANT	TODDLER	EARLY CHILDHOOD (PRE-S, PRE-K.)
Registration Fees	\$150	\$150	\$150
Activity Fees	\$150	\$200	\$300
Tuition	\$700	\$600	\$475

TYPE	KG-6 th Grade	Middle School (7 th -8 th Grades)	High School (9 th -12 th Grades)
Registration Fees	\$150	\$150	\$150
Book Fees	\$300	\$300	\$300
Tuition	\$435	\$445	\$455
Tahfeeth Fees	Reg. Fees +\$65 (3rd - 6th)	Reg. Fees +\$65	Reg. Fees +\$65

Please Select a Payment Plan 10 Months 8 Months 2 Months Payment Made in Full

DISCOUNTS: Second Child - \$25 less of monthly tuition Third Child or More - \$50 less of monthly tuition

Existing Students: (Parent/Guardian must initial below)

- _____ **Registration fee** will be \$75 provided they pay on or before **April 14, 2015**.
**Registration Fee will be \$150 after the stated deadline.*
- _____ **Book fees** will be \$250 provided they pay on or before **May 16, 2015**.
**Book Fees will be \$300 after the stated deadline.*
- _____ Book Fees must be paid before **July 13th, 2015** in full to reserve a spot. Spots are **not guaranteed** if the fees are not paid by the deadline.
- _____ **Registration fees are non-refundable/Book Fees are non-refundable after June 15, 2015.**
a. Book fees will be used solely for use of books and tests provided by the school.
b. Books are to be returned to the school upon completion of the course or school year.
- _____ Full Payment of annual tuition prior to deadline waives registration fees and 5% discount applied to tuition. (**Deadline: May 15, 2015**)
- _____ **Tuition is due on the first of every month.**
*a. **Processing Fee:** A processing fee will be added to your balance if tuition is paid after the fifth of the month (Processing fee amount will vary from each one. It will be based on how much time & effort was spent to collect balance amount.*
- _____ Parents/Guardians are liable to pay the full tuition irrespective of early withdrawal from the school

Parents/Guardian's Signature on this form means agreement to pay the fees as per above details.

Student's Name _____ Grade _____

Parent/Guardian's Name _____

Parent/Guardian's Signature _____ Date _____



NEW STUDENTS

- _____ Registration/Book Fees must be paid in full to reserve a spot.
- _____ Full Payment of annual tuition prior to deadline waives registration fees and 5% discount applied to tuition. **(Deadline: May 15, 2015)**
- _____ **Registration fees are non-refundable/Book Fees are non-refundable after five (5) business days.**
 - a. Book fees will be used solely for use of books and tests provided by the school.*
 - b. Books are to be returned to the school upon completion of the course or school year.*
- _____ **Tuition is due on the first of every month.**
 - a. **Processing Fee:** If the tuition is paid after the fifth, a processing fee will be added to your balance. (Processing fee amount will vary from each one. It will be based on how much time & effort was spent to collect balance amount)*
- _____ Parents/Guardians are liable to pay the full tuition irrespective of early withdrawal from the school.

Parents/Guardian’s Signature on this form means agreement to pay fees as per above details.

Student’s Name: _____

Grade _____

Parent/Guardian’s Name: _____

Parent/Guardian’s Signature: _____

Date _____(mm/dd/yy)