



**DARUL ARQAM  
ACADEMY**  
SOUTHWEST

*Welcome Back to the Darul Arqam Academy Southwest*

**2020/2021  
School Year**

*Re-Enrollment Packet  
This Packet Includes:*

- 1. Re-Enrollment Checklist (for office use)*
- 2. Returning Student Re-Enrollment & New Sibling Admission Form*
- 3. Schedule of Tuition/Fees*
- 4. Pick up authorization*
- 5. Financial Contract (Signature Needed)*





**DARUL ARQAM  
ACADEMY  
SOUTHWEST**

*Re-Enrollment Checklist  
2020-2021  
(For Office Use)*



*Father's Name:* \_\_\_\_\_

*Mother's Name:* \_\_\_\_\_

*Name of Children Re-enrolling: (name beside grade)*

*PK 1:* \_\_\_\_\_ *PK2:* \_\_\_\_\_ *KG:* \_\_\_\_\_ *1<sup>st</sup>:* \_\_\_\_\_

*2<sup>nd</sup>:* \_\_\_\_\_ *3<sup>rd</sup>:* \_\_\_\_\_ *4<sup>th</sup>:* \_\_\_\_\_ *5<sup>th</sup>:* \_\_\_\_\_

*Re-Enrollment Checklist*

- Re-enrollment Form*
- Registration Fee (\$100)*
- Curriculum Fees (\$350)*
- New Sibling(s) App Fee (\$30)*
- Total School Spirit Shirt Fees (\$20/Shirt)*
- Financial Contract Signed*
- ACH on file → no change*

\_\_\_\_\_  
School Official Signature

\_\_\_\_\_  
Date

*Total paid: \$* \_\_\_\_\_

*Cash* \_\_\_ *Check* \_\_\_ *CC* \_\_\_ *ACH* \_\_\_





**2020-2021**

**Returning Student Re-Enrollment & New Sibling Admission Form**

All returning students are guaranteed a seat in their 2020-2021 class as long as a fully completed Re-Enrollment packet with Curriculum Fees is received by **Friday, March 31, 2020 by 2 pm**. Siblings of returning students get priority for admission after returning students, until Open Enrollment commences this year (April 1, 2020). Failure to submit the required forms and fees by **Friday, March 31, 2020 by 2 pm** may result in your child losing his/her seat for the coming academic year.

Father's Name: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

SSN: on file

Employer: \_\_\_\_\_

Occupation: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

SSN: on file

Employer: \_\_\_\_\_

Occupation: \_\_\_\_\_

*For Returning Students only.*

Children Re-enrolling (Enter each child's name on a separate row)	Registration Fees	Curriculum Fees	School Spirit Shirt
GRADE	<input type="checkbox"/> \$100	<input type="checkbox"/> \$350	<input type="checkbox"/> \$20
	<input type="checkbox"/> \$100	<input type="checkbox"/> \$350	<input type="checkbox"/> \$20
	<input type="checkbox"/> \$100!	<input type="checkbox"/> \$350	<input type="checkbox"/> \$20
<b>Total Number of Re-Enrolling Children:</b>			

\*Please refer to the Tuition and Fees Schedule for more details.



**DARUL ARQAM  
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**For New Siblings(s):**

New children enrolling (Enter each child's name on a separate row)	Application Fee	Registration Fees	Curriculum Fees	School Spirit Shirt
	<input type="checkbox"/> \$30	<input type="checkbox"/> \$100	<input type="checkbox"/> \$350	<input type="checkbox"/> \$20
	<input type="checkbox"/> \$30	<input type="checkbox"/> \$100	<input type="checkbox"/> \$350	<input type="checkbox"/> \$20
	<input type="checkbox"/> \$30	<input type="checkbox"/> \$100	<input type="checkbox"/> \$350	<input type="checkbox"/> \$20
	<input type="checkbox"/> \$30	<input type="checkbox"/> \$100	<input type="checkbox"/> \$350	<input type="checkbox"/> \$20
	<input type="checkbox"/> \$30	<input type="checkbox"/> \$100	<input type="checkbox"/> \$350	<input type="checkbox"/> \$20
<b>Total Number of Re-Enrolling Children:</b>		<b>Reg. Fees Total:</b>	<b>Curr. Fees Total:</b>	<b>T Shirt Fees Total:</b>

*\*\*Once successfully enrolled, for each new student you are responsible for the Curriculum Fees due by **July 10, 2020**.*

I, the undersigned, commit to re-enroll the above stated child at Darul Arqam Southwest School for the academic year listed above. I am aware that the registration and application fees are **non-refundable** and curriculum fees are not refundable after July 10, 2020. I also understand that my payment of Application Fees does not guarantee admission for new siblings but constitutes a request to enroll.

Name: (Please Print) \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Tuition & Fee Schedule 2020-2021

### Registration & Fees:

\*Registration and fees are NOT refundable or discounted under any circumstances, even for mid-year or end of year registration.

Fee Type (Pre-K I – 5 <sup>th</sup> Grade)	Fees	Description	Due Date
Registration	\$100	Due upon Registration	Upon Reenrollment <b>POST DATED CHECK for balance required to complete enrollment!</b>
Curriculum & Testing	\$350	\$200 Textbooks, Workbooks, Curriculum \$100 Software, Technology \$50 Testing	Due in order to complete reenrollment: (may give a post-dated check dated no later than 07/10/20)
Spirit Shirt	\$20	Annual School Spirit Shirt	Upon Reenrollment (may give post-dated check by 7/10/20)
<b>Total</b>	<b>\$470</b>	All inclusive of registration fees.	Upon Reenrollment

### Tuition:

TUITION	One-time Payment at time of Registration	10-Months Installment Plan (ACH)
Pre KI - 2 <sup>nd</sup>	\$4,512.50 [plus \$10 security fee monthly per family] [non-negotiable]	\$4750 (\$475 x 10) [plus \$10 security fee monthly per family]
3 <sup>rd</sup> Grade – 5 <sup>th</sup> Grade	\$4,275.00 [plus \$10 security fee monthly per family] [non-negotiable]	\$4500 (\$450 x 10) [plus \$10 security fee monthly per family]
Due Date	August 13 <sup>th</sup> / at time of registration	First month's tuition at time of registration/10 <sup>th</sup> of every month after 1 <sup>st</sup> month
Payment Method	Check, Money Order or Credit Card (3% surcharge)	ACH

- A 3% surcharge will be paid by the parent if using a credit card for ANY payment.
  - delinquent tuition payments will incur a **\$5.00 late charge per day after the 15<sup>th</sup>**
  - returned/bounced payment will have a \$25 returned payment fee **PLUS** late fees
- If payment is **more than 5 days late**, the school reserves the right to remove the student from the school.
- **Non-ACH payments will incur a \$25 transaction fee per tuition payment and are due on the 1<sup>st</sup>**

\*There is no family cap but after 3<sup>rd</sup> child the 4<sup>th</sup>, 5<sup>th</sup> child ect, will have half price tuition.

\*Sibling discount – \$25 off 2<sup>nd</sup> and 3<sup>rd</sup> children

\*Pre K1 = 3 years old by **October 1, 2020**

\*Pre K2 = 4 years old by **October 1, 2020**

\*NCI (from the government) available for **Pre-K1 & PK2**





## 2020-2021 UNIFORM POLICY

**School uniforms *must be worn to school*.** Failure to do so is a school policy violation. You can find them from any store such as Target/Walmart/Academy and online.

Girl's uniform:

1. **Navy blue** Jumper (One Piece Dress **AT LEAST** knee length unless worn with pants, then 3 inches above the knee.)
2. **Navy blue** pants, white/Navy blue/white tights allowed from PK1-3rd grade, 4th and up pants are mandatory.
3. **PLAIN white** scarves with **NO pattern or design** or trim (4<sup>th</sup> and up is mandatory to wear scarf).
4. Girls shirts: white collar dress shirt or polo shirt needed. Long sleeves required for grades 4<sup>th</sup> and up. Only **non-slip** shoes are acceptable.

Boy's uniform:

1. White dress shirt (or Polo) from above listed stores.
2. **Navy blue** pants.
3. Only **non-slip** shoes are acceptable.

If you have questions not answered here, please come by the office or give us a call. Please prepare your child's uniform before the morning of school. Appearance is very, very important and shows the children that school is serious to you and promotes school pride.

**PLEASE LABEL ALL ITEMS INCLUDING JACKETS SO WE KNOW WHO THEY BELONG TO IF FOUND → Write child's NAME & GRADE!**



*Financial Contract for DASW 2020-2021*



In compliance with the IEIT Board Policy for Tuition collection, **all** parents who choose the 10-month payment plan are required to sign up for ACH, which is a monthly automatic withdraw of the tuition payments directly from your bank account. This is the same as when you write a check, but instead of you writing it, it automatically debits it for the 10 months of the school year. If a family chooses the 10-month payment plan, but does not enroll in the ACH, then a \$25 transaction fee will be added **every month** in addition to the monthly tuition payment. The due date for NON-ACH tuition will be the **1<sup>st</sup> business day of the month**. Please **read** the tuition and fees policy below and **initial** before signing. If you have any questions or concerns, please feel free to contact us.

**PLEASE READ BEFORE SIGNING!**

**I. Registration & Fees:**

1. \_\_\_\_\_ Registration Fee is \$100 for each student.
2. \_\_\_\_\_ Curriculum & Testing is \$350 for each student=>non-refundable after **07/10/20** for **any reason**
3. \_\_\_\_\_ Spirit Shirt Fee is \$20 for each student
4. \_\_\_\_\_ All fees are required upon confirmation of enrollment. For new students, failure to pay the fees within one week (either by paying or by submitting post-dated checks) might **forfeit** their child's spot.
5. \_\_\_\_\_ Other incidental Fees during the school year are due when requested and are non-refundable. (field trips, bake sale, pizza day, etc.)
6. \_\_\_\_\_ A security fee of \$10 per month per family is currently in place and is to be paid with the monthly tuition.
7. \_\_\_\_\_ Cash will no longer be accepted in the office for fees, tuition.

**II. Annual Tuition:**

1. \_\_\_\_\_ The parent is responsible for the entire year's tuition, regardless of the number of student absences from school or traveling overseas.
2. \_\_\_\_\_ One-time payment of tuition will receive a 5% discount and must be paid at the time of enrollment. This is only applicable for anyone registering **by** September 30, 2020 or if registering late, at time of registration. A 3% surcharge will be paid by the parent if using a credit card for any payment.
3. \_\_\_\_\_ DASW allows payment of tuition in monthly installment only as a convenience to parents. This allowance may be revoked if installments are not paid in full or on time or with more than one NSF.
4. \_\_\_\_\_ Failure to pay the entire year's tuition may result in the parent's account being sent to a collection agency. You are liable for all legal and other fees related to collection in addition to the amount owed.
5. \_\_\_\_\_ The monthly payments are due in full regardless of whether school is in session for the whole month or not **OR** if the child attends the whole month or not--**even one** day of attendance means the month's tuition is due. Abuse of this system and failure to meet monthly payments will result in dismissal of students from DASW and/or a hold placed on the student's account. Students with holds on their account will not be allowed to receive their final report card re-enroll for next academic year until the balance is cleared. Please withdraw your child by the end of the month or you will be charged for the following month.





**III. ACH, Non-ACH, and insufficient Funds [NSF] fees**

1. \_\_\_\_\_ 10-month payment plan of tuition will not receive any discount and **must** enroll in ACH, which will be debited on the 10<sup>th</sup> of every month (August – May). **It may be deducted at midnight of the 9<sup>th</sup>--please keep this in mind.**
2. \_\_\_\_\_ Parents not enrolling in ACH (*only under special circumstances approved by the Principal*) will incur a \$25 processing fee per month in addition to their regular tuition payment. (Please refer to the tuition schedule included in the packet). Their tuition will be due on the **1<sup>st</sup>** of each month.
3. \_\_\_\_\_ Delinquent/Returned tuition payments will incur a **\$25.00 fee** and a late charge of \$5.00 per day will apply for every day the due tuition is unpaid starting on the first of month even if the school is closed or on vacation. If a parent is paying for an NSF, they must pay by cash or money order only. If there is more than one NSF in a school year, the parent will be forced off of ACH and will pay the \$25 non-ACH fee and tuition will be due by the 1<sup>st</sup> of each month with late fees any time after the 1<sup>st</sup>.
4. \_\_\_\_\_ If a family is not enrolled in ACH, and a payment is **more than 5 days late**, the school reserves the right to remove the student from the school until payment is made and that family must enroll in ACH.
5. \_\_\_\_\_ Parents receiving Financial Aid, **MUST** enroll in ACH. Refusing to enroll in ACH will disqualify the parent from receiving Financial Aid.

**IV. General Information and Additional Fees:**

1. \_\_\_\_\_ Withdrawn students must have a clear balance before withdrawal. School will hold all academic and discipline records until the delinquent payments are paid in full.
2. \_\_\_\_\_ Families that wish to withdraw any time before the end of the year must give a **written** advance notice (withdrawal form is in the office). Student will not be withdrawn until the parent completes the Withdraw Form and clears the student’s account of any holds (if there are any); **no exceptions**. If the child attends school even ONE day of the month, the parent owes that full month’s tuition.
3. \_\_\_\_\_ Tuition collection due date is set by the Board of Directors, cannot be changed and will **not** be altered on parent request. Late fees will continue to apply; no exceptions.
4. \_\_\_\_\_ **A charge of \$1.00/per minute/per child will be applied to any student not picked up by 3:45** (or 15 minutes after the designated dismissal time on early/late dismissal days).
5. \_\_\_\_\_ Any late charge, insufficient fund charge, late pick up charge will be automatically applied to the student’s account. **If the charge is not paid in the office, it will be automatically added to the first ACH withdraw following the charge.** Any monies paid are applied to fees **before** tuition. (*i.e: if a child is picked up late on the 24<sup>th</sup> of the month, the parent has until the end of the month to pay the charge; if it remains unpaid, it will be added to the next month’s ACH charge and will be charged on the 10<sup>th</sup> of the following month*).
6. \_\_\_\_\_ Principal reserves the right to make financial arrangements and adjustments with families as needed. Financial Aid is **exclusively** from and set by the Bursary Committee of the Masjid.
7. There are **no** discounts offered by the school other than multiple sibling discounts or the 5% discount for annual tuition payment.
8. We reserve the right to raise tuition if deemed necessary with a 30-day written notice.

I, \_\_\_\_\_, **have read** DASW’s Financial Contract and will uphold all of its terms.  
(Parent’s Printed Name)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**PLEASE READ BEFORE SIGNING!**

