

TERMS OF ENROLLMENT

1. Tuition is due in accordance with the payment plan checked on the reverse side, at the rate of full tuition published in the accompanying list of fees and charges. I will provide payment for all fees when billed. Enrollment and tuition charges are for the full school year. Registration fees are nonrefundable. Enrollment is subject to the successful completion of the previous school year as well as enrollment forms.
2. In the event IScGKC retaining the services of an attorney or collection agency to collect fees, I agree to pay attorney fees, collection agency fees, and court costs incurred by ISGKC. Students whose accounts have a carry-over balance for two billing cycles (two months) will not be allowed to return to school until the account is paid in full or the Board has approved payment arrangements that have been put in place. In the event of the carry over balance not being addressed, the student's name will be removed from the class list, and the administration will be allowed to fill the pen position.
3. **If I decide to withdraw my student, I will provide a thirty days written notice, which is required before the beginning of the month. In addition, I understand that IScGKC will not provide a refund for a partial month. I understand that an additional month's tuition will be charged for less than thirty days notice.**
4. Additional charges for field trip and bus transportation are payable upon request.
5. The administration reserves the right to cancel this agreement if a returning student has an unpaid account.
6. I agree and commit to make prompt payments as stipulated in the "fees Schedule" with application. It is the parent's responsibility to notify the school office if a payment will be late. Additional administrative fee of \$15 may be assessed for payments received after the **5th calendar day of the month**. There will be a minimum charge of \$25 for any check returned (insufficient funds, account closed, etc.). In cases of financial hardship, special payment arrangements may be made with the Account Coordinator.
7. The student shall adhere to the regulatory and administrative policies of the school. If, in the opinion of the school administration, the student's conduct at school, or away from school, shall be unsatisfactory or the student's academic progress shall be unsatisfactory, the student may be suspended or expelled from the school at any time. The acceptance of the student for enrollment in any school year shall not obligate the school to accept such student in any succeeding year. **All new students are on probation for the first three months.**
8. A positive working relationship between faculty and parents is crucial for a student's successful educational experience at IScGKC. If such a relationship cannot be maintained due to unresolved conflicts, the school reserves the right to request that the family withdraw from The Islamic School of Greater Kansas City. I agree to abide by the rules and policies outlined in the Parent/Student handbook which is available to view online at www.iscgkc.org.
9. The Islamic School of Greater Kansas City will withhold student grade reports, transcripts, diplomas or recommendations if tuition or other fees are not paid in full. In addition, the school reserves the right not to permit a student to class if tuition and other fees are in outstanding.
10. In order to secure a student's place, a signed contract and enrollment fees must be returned by **April 9, 202** . **Class size re limited to approximately twenty students** **Classes will be filled according to the date enrollment contracts received.**

I have read and understood the above-mentioned IScGKC policies. I agree to the terms & conditions stated.

Signature of Parent

Date (mm/dd/yyyy)

The Islamic School of Greater Kansas City admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, tuition assistance programs, or other school-administered programs.



In the name of Allah, Most Gracious, Most Merciful

ISLAMIC SCHOOL OF GREATER KANSAS CITY

8505 E. 99th St., Kansas City, MO 64134 • Phone: (816) 763-0322 • Fax: (816) 761-9249 www.iscgkc.org

ENROLLMENT REQUIREMENTS

Please read the following instructions carefully. This document is to assist you in the application process. Parents will be notified of admission status once the admission process is complete.

REQUIREMENTS FOR ALL STUDENTS:

- **Fees and Tuition:** All fees and tuition must be paid as stipulated in the fee schedule. The Registration Fee is non-refundable. Once the child is enrolled, no refunds or cancellations of tuition and/or other fees will be made regardless of subsequent absences, withdrawal or dismissal of the student from the school without the required approval and notification to the administration office.
 - **Financial Assistance:** Islamic School of Greater Kansas City offers limited financial assistance (for tuition only) to qualified applicants. A separate application is necessary and must be submitted prior to the deadline for Financial Assistance. If you feel you are eligible for financial assistance please contact the office at 816-763-0322. Financial Assistance is funded primarily by the **Sadaqah/Zakaah** and community members' donations. **A copy of your full tax papers from last year must be provided with the application.**
- **Enrollment Form:** Fully completed and signed enrollment forms with all supporting documents must be submitted. Incomplete or inaccurate applications may result in a delay and possible loss of admission.

REQUIREMENTS FOR NEW STUDENTS:

- **Transfer Records:** Transferring Students must have a satisfactory report and a letter of recommendation from the previous school attended. A signed release letter for the student's transfer record is required. (Please see attached form). A copy of the student's standardized exams for the past years and Individual Education Plan (IEP if applicable) must be attached to the application.
- **All New Applicants:** At the discretion of the school, parents may be required to attend an interview as part of the admission process.
- **Age Eligibility:** Students must meet the minimum age requirement by August 31st of the academic year applied for. For example:
 - Preschool students must be four years of age by August 31st of this year
 - Kindergarten students must be five years of age by August 31st of this year etc.
 - Eligibility for higher grades will be based on a combination of age, maturity, school records and the placement test/evaluation.

WAITING LIST/AVAILABILITY OF SEATS:

- **Returning Students:** Returning students have 1st priority for available seats.
- **Probation Period:** New students are on probation for the first three months may be dismissed from the school at any time for academic or disciplinary reasons.
- **Special Education/ESL:** The Islamic School of Greater Kansas City currently does not provide special education/ESL or alternative programs and as such will not be able to enroll students recommended for these programs.

Note: Parents are responsible for keeping student information current (address change, phone number, immunization records, etc.).

FOR ALL QUESTIONS, please call the office on 816-763-0322.

Parent Signature _____ Date _____
(mm/dd/yyyy)





LIABILITY WAIVER FORM

School Activities Participation Authorization & Consent to Emergency Medical Treatment Form

I, the undersigned, certify that I am the parent or legal guardian of the following child(ren)

I recognize that there are risks involved in participating in school activities and hereby assume all risk of injury , harm , damage , or death in connection with participation in school activities.

To the fullest extent permitted by law, I release **the Islamic School of Greater Kansas City** , its trustees , officers , directors , employees , agents and representatives from any injury, harm, damage or death which may occur to my minor child while participating in the activity and agree to save and hold harmless **the Islamic School of Greater Kansas City** , its trustees , officers , directors , employees , agents and representatives from any claims arising out of my participation in these school activities.

Furthermore, I do consent to any medical, surgical, x-ray, anesthetic, or dental treatment that may be deemed necessary should my child become injured. I give permission to the activity leader to make decisions necessary for treatment. Should there be no activity leader available, I give permission to an attending physician to treat my child, if available. I understand that I am responsible for the health care decisions and agree that my insurance plan is the primary plan to pay for the medical, dental, or hospital care or treatment that is given. If I do not have insurance, I understand that I will be responsible for all medical expenses incurred for my child.

Date _____
(mm/dd/yyyy)

Signature _____

Printed Name _____

ATTENTION :

When all forms are completed , **save the PDF file to your computer.**

Then email the PDF file to admin@iscgkc.org.





This form is **OPTIONAL** and used for automatic bank payments only.

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202 -202 Automatic Payment Option

Automatic Payments (withdrawals) are processed on the first day of each month.

Direct Withdrawal: (Please attach a void check for the bank withdrawal)

Bank Name: _____

Routing Number: _____

Account Number: _____

Credit Card Payment:

Visa MasterCard Discover American Express

Card Number: _____

Expiration Date: _____

Name (as it appears on the card): _____

Billing Address: _____

(Note: 2.75% additional charge per month will be added for credit card processing fee.)

I, _____, agree to have the following amounts automatically withdrawn on the first day of each month by the Islamic School of Greater Kansas City.

_____ **Tuition (Amount \$_____ / monthly)**

_____ **Lunch Fees (Amount \$_____/monthly)**

Suggested amounts: PK-KG \$2.75 x 18 days per month = \$49.50 per month

1st – 10th \$3.05 x 18 days per month = \$54.90 per month

(Amount may be adjusted in March-May to reflect actual charges)

Signature

Date (mm/dd/yyyy)

ATTENTION:

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