

MDQ Academy School

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مدرسة دار القرآن

For Office Use Only

Enrollment date _____

Grade to be enrolled _____

Registered by: _____

Approved by: _____

Student ID: _____

Photo

Registration Form

STUDENT INFORMATION

Student's legal name

Last _____ First _____ Middle _____

Home address _____ Apt _____

City _____ State _____ Zip Code _____ School District _____

Date of birth month _____ /day _____ /year _____ Sex: M/F _____ Grade _____

Place of birth _____ City _____ State: _____ Country: _____

School last attended: _____ Last Date of Attendance: _____

Address: _____ City _____ State: _____ Zip: _____

FAMILY INFORMATION

Student is living with (please check one): Natural parent(s) _____ Foster parent(s) _____ Other relative _____

Name _____ Relationship to student _____

Address (if different from student's) _____

Place of Birth _____ SS # _____ Occupation _____

Telephone# (Home): _____ Work _____ Cell _____

Email : _____ Language Spoken at Home: _____

Name _____ Relationship to student _____

Address (if different from student's) _____

Place of Birth _____ SS # _____ Occupation _____

Telephone# (Home): _____ Work _____ Cell _____

Email : _____ Language Spoken at Home: _____

Emergency contact

Name _____ Relationship to student _____ Phone _____

Student's doctor's name _____ Phone _____

Please list your other children who are enrolled in MDQ Academy School:

Name	Sex (M/F)	Age	Date of Birth	Grade

<i>Ethnic Group</i>	<i>Check Below</i>	<i>Description</i>
American Indian/Alaskan Native		A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition
Asian/Pacific Islander		A person having origins in any of the original peoples of Far east, southeast Asia, the Pacific Islands. Or the Indian Subcontinent. This includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa
Hispanic		A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish Culture or origin regardless of race.
Black (not Hispanic)		A person Having origins in any of the Black racial group of Africa
White (not Hispanic)		A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
Native Hawaiian or Other Pacific Islander		A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands,

If your child was born outside of the United States, please provide the following information:

Date of entry into the United States: _____ Country of last residence: _____

Years of school in the United States: _____

REQUIRED DOCUMENTS FOR STUDENT ENROLLMENT

No registration will be accepted without all documents present at the time of registration.

<i>Document</i>	<i>Chk.</i>	<i>Initial</i>
Birth Certificate. A birth certificate is required for children enrolling in MDQ Academy School for the first time (translation required if birth certificate is in a foreign language).		
Proof of Required Immunizations. Students enrolling in MDQ Academy School must submit proof of immunizations at the time of registration		
Proof of Medical/Physical Examination. State regulations require all students entering Pre-k/KG, first grade, or if attending school for the first time in the U.S. to have a complete medical/physical examination.		
Proof of address. (Recent utility bill with parent name.)		
Most recent report card/transcript.		
Two recent passport photos. (All girls must submit pictures with Hijab).		

STUDENT ENROLLMENT POLICY

<i>Grade</i>	<i>Age/Enrollment Requirements</i>
Pre-K 1	For children who are 3 years (pending with conditions).
Pre-K 2	For children who will be 4 years old on or before Dec.1st. (Not negotiable) Younger age transfers will not be accepted.
Kindergarten	For children who will be 5 years old on or before Dec. 1st.
1 st Grade	For children who will be 6 years old on or before Dec. 1 st or who have successfully completed Kindergarten. (Proof required upon enrollment.) For students who have successfully completed the previous grade.
2 nd – 5 th Grade,	(Report card required upon enrollment.) For students who have successfully completed the previous grade. Student must also pass a placement test and an interview.

I certify, under penalty of law, that the above statements are true. I further understand that it is my responsibility to notify the school if I change my residence, or contact information.

I have read and understand the above ____ Yes

Parent/Guardian Signature: _____ Date: _____

Registered by: _____ Date: _____

Terms of Agreement

1. School records and all official letters will be held until all accounts are paid in full.
2. Parents are responsible for paying for any lost/stolen textbooks. Parents are entitled to all workbooks.
3. MDQ Academy reserves the right to expel a student at any time (due to safety, behavior or academic reasons).
4. Parents agree to all conditions in our "*Behavior Consequence Policy*."
5. Un-Islamic behavior by parents on school grounds will not be tolerated and may affect the enrollment of their child (expulsion).
6. Students left in the school building before/after school hours will not be the responsibility of the school.
7. Students who are picked up after dismissal time will be charged a late fee.
8. Tuition is not refunded/transferred or accredited for suspensions, expulsions, or school closings.
9. The school reserves the right to fail any student who does not meet the school standards.
10. MDQ Academy School reserves the right to deny registration or place conditions upon enrollment.
11. Parents agree to abide by all school rules and regulations (ex. uniform, I.D., etc.).
12. After school, weekend school and summer programs require separate agreements.
13. **Discounts: same biological parents, (Not applicable to staff members, nor 2^{1/2} Hr. programs).**
 - The 2nd child will be deducted \$250.00 from the total tuition.
 - The 3rd child will be deducted \$600.00 from the total tuition.
 - The 4th child will be deducted \$1,050.00 from the total tuition.
 - The 5th child and up will be free.
14. The school administration reserves the right to photograph/video tape students for behavioral/evaluative purposes.
15. **WAITING LIST.** Parents whose child(ren) is/are on a waiting list are responsible for the registration fee. If by the first week of school there is no room for the child in class, registration fees will be refunded. If the child is accepted, the parents have two days to come and pay the rest of the payments that are due. Failure to do so will result in the child losing the opening and the registration fee will not be refunded. Registration fees will not be refunded if parent changes his/her mind. **Waiting lists are on a first come, first served basis – seats are limited.**
16. **TUITION POLICY** (Tuition is non-refundable, non-transferable). Tuition is paid by semester or by month. Semester payments start in September and end in April. In order to re-register, all previous accounts must be paid in full. There are 4 payment semesters or 10 monthly payments per year.
 - Full semester tuition is required even if the child is enrolled late. Parents who withdraw their child from school anytime during the semesters are responsible for the full tuition.
 - Upon withdrawal from the school, all payments must be paid in cash or money order **(NO CHECKS)**.
 - Returned/bounced checks due to "insufficient funds" will incur a school handling charge of a minimum of \$30 per check.
 - Failure to maintain payments by the 5th of the month may result in suspension/expulsion of your child.

We (I) have read and understand the above terms and conditions and we (I) know our (my) total financial obligations to the school. We (I) hereby agree to strictly abide by all terms of this agreement. May Allah be our (my) witness.

Father's full name _____
(please print)

Mother's full name _____
(please print)

Signature _____ Date _____

UNIFORM DESCRIPTION

Our school uniform creates a sense of unity and order in the school. Students are expected to wear the proper uniform at all times. Students who are not dressed properly will be sent home. Please make sure your child has an extra uniform.

Girls (Elementary):

- **Pre-k through 3rd grade:** Navy Blue jumper hijab/khimar, black shoes (with rubber soles, no laces, no heels).
- **4th Grade and up:** Navy Blue jilbab; white hijab/khimar, black shoes (with rubber soles, no laces, no heels).

Boys (Elementary):

- Navy blue dress pants/light blue shirt, black shoes/sneakers (with rubber soles, no laces).
- "V" neck Blue sweater or Blue cardigan (sweater jacket).
- ***Boys are allowed to wear white jalabiyas and kufis on Fridays only.**

Tuition

Tuition Fee Policy 2009 – 2010

Tuition Fees

Grade	Due at registration Sept. Nov. Due Sept. 5	Fall Semester Nov. – Jan Due Nov. 5	Winter Semester Feb – April Due Feb. 5	Spring Semester April – June Due April 5	Total Yearly Tuition
Pre-k and up	\$1000.00	\$1000.00	\$1000.00	\$1000.00	\$4,000.00

Registration Fees

Registration	July 1 st – August 31 st	\$250.00
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Please note that the **registration fees, tuition** for the month of September, and the **additional fees are due upon registration.** All are non-refundable/non-transferable. Registration will not be accepted without full payment of these fees. **The above DOES NOT INCLUDE any other obligatory fees (Graduation, Fund Raising Activities, ...etc.).**

Graduation Fees due April 1st (applicable to graduates only)

Elementary	\$ 75.00
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