



## ISLAMIC SCHOOL OF TRENTON

*Nurturing Knowledge & Piety*

# REGISTRATION APPLICATION: PART 1

## 2022-2023 SCHOOL YEAR

As salaamu alaykum wa rahmatullahi wa barakatuh,

There are three parts to the registration application, please make sure to complete each part and submit the documents along with the registration fee.

### **PART 1: HOUSEHOLD & TERMS OF AGREEMENT FORMS (One form per family)**

- Financial Obligation Agreement
- Parental Involvement Agreement
- Household Information
- Emergency Contact Card
- Tuition Contract (*sent separately, upon approval of registration application*)

### **PART 2: STUDENT REGISTRATION (To be completed for EACH student)**

- Application for Admission
- Confidential Health Form
- Medical Emergency Form
- \$300 Registration Fee
- Updated Immunization Record

### **PART 3: DISTRICT FORMS (KG-8th, NJ Residents Only, sent home upon receiving Part 1 & 2)**

- Nursing Services Permission Form
- Private School Title 1 Family Survey
- Textbook Request form
- B6T Transportation Reimbursement Form

# Registration Fee and Tuition Information

	AMOUNT
Registration Fee	\$300 per student
PreK and KG Tuition (no 3 year olds)	\$3,500 per year
1st - 4th Grades Tuition	\$3,000 per year
6th-8th Grades Tuition	\$3,500 per year
Hifz Program Tuition	\$4,000 per year

- Pre-Kindergarten students (4 year olds) **MUST** be potty trained before starting the school year.
- Kindergarten students **MUST** be **5 years of age by October 31st**, without exception.

Due to COVID-19 impact on the school, please note the following changes:

- IST cannot accept more than 30 students onsite in order to maintain the 3 to 6-ft social distancing rule.
- Only Kindergarten through 4th grade programs are offered on-site
- In the event that the school has to go remote at any point during the school year, tuition fees remain the same.
- Middle school program is conducted online through the Edmentum online program for the entire school year.
- All students will learn remotely on Fridays due to Jumm'uah congregation.

	Application Deadlines	Late Fee
Current IST Student	April 1st	\$35
New Student (First time enrollment)	May 1st	\$35

## Parents' Financial Obligations

- Unless otherwise arranged, all families will be required to pay tuition online.
- All previous balances must be paid in order to be allowed to enroll for the new school year, receive transcripts, or standardized test scores
- Tuition assistance is available on a first-come basis as long as funds are available. Eligibility requirements:
  - student is in grade 1-8
  - student is a resident of Trenton district

You must request a Tuition Assistance Application and submit it along with (1) most recent federal and state income tax returns, (2) the last two pay stubs for every working adult in the household. A decision will be made by the school's financial officer. **The deadline to submit the application and related forms is June 1st.**
- Tuition is not based on days in school. Ramadan, 'Eid holidays, and other days off do not reduce the tuition. Tuition will not be reduced for extended family trips taken at any time during the school year. Please review the student handbook for rules and guidelines for more details.

## TERMS OF AGREEMENT: FINANCIAL OBLIGATION

### You have agreed to the following terms and conditions:

- I understand that my child may not be guaranteed a spot if I submit the application after the due date. I will wait until an IST admit reaches out to me to confirm my child's seat is secured via an invoiced registration fee.*
- I understand that my application is only valid upon paying the registration fee of \$300. Applications submitted after the deadline incur an additional late fee of \$35.*
- I understand that the registration fee is not refundable if I choose to withdraw my child at any point before the start of school or during the school year.*
- I understand that I must submit tuition online by the due date via the invoice that will be emailed to me.*
- I understand that I will be fined a late fee of \$10 per installment submitted after the due date. I will reach out to the school to make proper arrangements in the event of unexpected financial difficulty.*
- I understand that if I withdraw during the school year, I must pay a \$100 withdrawal fee. This fee covers remaining balances towards student technology accounts purchased that are typically subscription-based.*
- I fully accept my financial obligation to Islamic School of Trenton.*

### You have selected the following Payment Plan:

- 1 installment: Pay tuition in full by August 1st*
- 2 installments: Pay half by August 1st, and second half by January 15th*
- 10 installments: Pay the minimum amount due by the 1st of each month. First installment will be due by August 1st, the last installment is due by May 1st.*
- If I fall behind on my monthly payment, the monthly amount due will increase to ensure that tuition is paid in full by May 1st*

## PARENT DUTY HOURS / FAMILY FUNDRAISER

Islamic School of Trenton is a community school that relies on parents and volunteers to succeed. Parents play a vital role in the school's success and operation. As the parent of a child who attends IST, each family is encouraged to play an active role in the school Parent-Teacher Association (PTA) and to fulfill a minimum 25 hours of voluntary service. Volunteer opportunities will be posted and announced throughout the year. Families can also fulfill their 25 parent-duty hours by raising a minimum \$200 in fundraising.

Because IST is a non-public school, with limited resources and funding, each family is required to partake in the annual fundraiser by inviting others, helping organize the fundraiser, or contribute monetarily.

## TERMS OF AGREEMENT: PARENT INVOLVEMENT

**You have agreed to the following terms and conditions:**

- I understand that Islamic School of Trenton is a non-public school as well as a non-profit organization, and therefore relies on tuition fees and donations to successfully operate.*
- I, or someone on my behalf, will commit to volunteering 10 hours of service to help the school with needed tasks.*
- I will do my part in organizing a fundraiser, either in collaboration with other families or through private collection, to raise at least \$200 on behalf of my family.*
- I will play an active role in the Parent-Teacher A*

# HOUSEHOLD INFORMATION: ADMISSION / RE-ADMISSION APPLICATION

	NAME OF CHILD	APPLYING FOR GRADE	BIRTH DATE MM/DD/YYYY
1			
2			
3			
4			

<b>Home Address:</b>	Street	City	State	Zip
<b>Home Phone:</b>	XXX - XXX - XXXX			

PARENT/GUARDIAN INFORMATION	
FATHER/GUARDIAN	MOTHER/GUARDIAN
Full Name	Full Name
(Relationship to student, if other than father)	(Relationship to student, if other than mother)
Occupation	Occupation
Cell Phone Number	Cell Phone Number
Work Phone Number	Work Phone Number
Home Phone Number	Home Phone Number
Email Address	Email Address

ADDITIONAL INFORMATION
Languages spoken at home ( <i>parents' primary language first</i> ):
Please share your reasons for applying to the Islamic School of Trenton:

# TUITION CONTRACT

**Family Name:**

	NAME OF ENROLLED CHILD	GRADE	REGISTRATION FEE	ANNUAL TUITION
1			\$300	
2				
3				
4				
<b>TOTAL</b>				+
				\$ _____ <b>TOTAL ANNUAL TUITION</b>

## CHOOSE A TUITION PAYMENT PLAN:

PLAN 1

**ONE ANNUAL PAYMENT OF**

\$ \_\_\_\_\_  
due on August 1st

PLAN 2

**TWO INSTALLMENTS OF**

\$ \_\_\_\_\_  
due on August 1st and January 1st

PLAN 3

**MONTHLY PAYMENTS**

in the amount of \$ \_\_\_\_\_  
dated the first of each month (August-May)

ONLINE PAYMENT

All families will be required to submit tuition payment online. An automated tuition reminder will be sent via email a week before the next installment is due. Please enter a valid email where invoices can be sent to:

\_\_\_\_\_

e-mail address

\_\_\_\_\_

e-mail address

It is your responsibility to check the above email account and submit payment on time.

EMERGENCY CONTACT CARD			
Child's Name		Child's Date of Birth	
Father's Name		Cell Phone	
Mother's Name		Cell Phone	
Street Address			
City	State	Zip	Home Phone

EMERGENCY CONTACT PERSON 1	EMERGENCY CONTACT PERSON 2
Full Name	Full Name
Phone Number	Phone Number
Relationship to Child	Relationship to Child

**You have agreed to the following terms and conditions:**

- I understand that if my child is ill during the school day a parent/guardian or Emergency Contact person must come to pick the child within one hour of being contacted by Islamic School of Trenton Personnel.
- I agree to the above conditions as long as my child is enrolled at the Islamic School of Trenton and will promptly contact the school if there are any changes to the above information.

Upon registration, parents will also need to complete a form regarding medical information for hospital use in the event of an emergency. Please have this information available when you also submit your child's birth certificate, immunization form, previous school records (if available) in person.