



# ISLAMIC SCHOOL OF PORTLAND

## Student Admission Form

### Procedure

Step 1: Please read the instructions and conditions on page 2 of this form *before* filling out the information below

Step 2: Please hand in completed form along with any required documents to ISP office or mail it to:

ISP – Admission, P.O. Box 19895, Portland, OR 97280, USA

### Section 1: Student Information

#### Father/Legal Guardian Information:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI \_\_\_\_\_

Street Address: \_\_\_\_\_ Apt# \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home ☎: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Work ☎: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Cell ☎: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ E-mail: \_\_\_\_\_

#### Mother Information:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI \_\_\_\_\_

Street Address: \_\_\_\_\_ Apt# \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home ☎: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Work ☎: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Cell ☎: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ E-mail: \_\_\_\_\_

#### Student Information:

Full Name	Date of Birth	Male/Female	Applying for Grade
1. _____	____/____/____	_____	_____
2. _____	____/____/____	_____	_____
3. _____	____/____/____	_____	_____
4. _____	____/____/____	_____	_____
5. _____	____/____/____	_____	_____
6. _____	____/____/____	_____	_____

Do any of your children have any medical conditions or allergies that the school staff should be aware of?  Yes  No

If yes, please specify: \_\_\_\_\_

Name of family physician: \_\_\_\_\_ ☎: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

Are your children current with their immunizations? \_\_\_\_ If not, which child?  1  2  3  4  5  6

For "new" applicants only - name of last attended school \_\_\_\_\_ ☎: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

### Section 2: Tuition Fees and Financial Agreement

- The monthly school tuition fees is as follows:

	1 <sup>st</sup> Child	2 <sup>nd</sup> Child	3 <sup>rd</sup> Child and up
<b>Monthly</b>	\$230	\$150	\$120

- Please use the table above to calculate your fees. My **total monthly fees** (not including financial aid) will be \$ \_\_\_\_\_

- Are you applying for financial aid?  Yes (please attach a completed "Financial Assistance Form")  No

I (We) certify that I (we) have read and understood all the terms and conditions and that I (we) agree to abide by all of them:

Father Name: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Signature \_\_\_\_\_

Mother Name: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Signature \_\_\_\_\_

### Section 3: For Office Use Only

Application number: \_\_\_\_\_ Received on: \_\_\_\_/\_\_\_\_/\_\_\_\_

Status?  Enrolled  Waiting list  Pending (please explain below)  Denied (please explain below)



# ISLAMIC SCHOOL OF PORTLAND

## Student Admission Form – Instructions and Regulations

### Section 1: Student Information

- Please use only one admission form for all students of the same immediate family.
- Write legibly and carefully. Fill out all fields of this application. Write (NA) if not-applicable.
- Provide most recent information and attach all required documents
- Parents are responsible to provide accurate information. The school reserves the right to deny or revoke admission to students if records show that false or misleading information has been provided on the application form.
- Once you signed and submitted this form, you will be notified if your child(ren) has (have) been accepted at the Islamic School of Portland. Submitting this application does not guarantee admission at the school.
- Extra requirements:
  - provide copies of updated health records (immunizations, new medical conditions, etc)
  - **[for new applicants only]** provide copies of student's birth certificate and academic record for the previous year
  - **[for new applicants only]** pass ISP Arabic and English entrance exams for students of 2<sup>nd</sup> grade and up. This includes a personal essay for students in grades 4 and up. Contact ISP office for more information.
- All students should meet the age requirement as summarized below: (**no exceptions** will be given to the age policy)

Grade	Age/Enrollment Requirement
Pre-K	For children who will be at least 4 years by December 31 <sup>st</sup> of the current school year
KG	For children who will be at least 5 years old by December 31 <sup>st</sup> of the current school year
1 <sup>st</sup>	For children who will be at least 6 years old by December 31 <sup>st</sup> of the current school year
2 <sup>nd</sup> -8 <sup>th</sup> **	For children who have successfully completed the 1 <sup>st</sup> grade -7 <sup>th</sup> grade

\*\* grades will open on sufficient demand (at least 4 students per class)

- **When your child(ren) is(are) admitted at the Islamic School of Portland, you are committed to abide by all conditions in this form as well as all school policies as outlined in the parents' handbook**

### Section 2: Tuition Fees and Financial Agreement

- ISP tuition fees are based on annual enrollment. However, and for your convenience, annual fees have been divided into 9 equal monthly payments.
- Monthly payments start in September and end in May. Monthly payments are due in full by the 5<sup>th</sup> of every month.
- For overdue accounts, a reminder will be issued by the 6<sup>th</sup> of the month. A warning with an expulsion notice will be issued by the end of the month. After the warning, student(s) will not be accepted back in class until balance is paid in full. Missed class time and material will not be compensated.
- Parents who can not make payments for a given month due to some circumstances should request an extension or a payment plan **in writing**, explaining the reason for the delay, and get an answer **in writing** from the office before the payment due date. The school may accept or deny the request.
- Payments are not prorated based on the number of school days in a month. You are committed to the same payment every month even if a month includes vacation time.
- Tuition fees should be paid regardless of absence periods due to sickness, travel, etc. Adjustment will be only made in cases of late enrollment due to transfer.
- In case of a justified withdrawal from the school (for example, moving out to another state), parents/legal guardians are responsible for full fees including the last month attended.
- Any **outstanding balance** from last year **must be paid** before the start of new school year. **Failure to pay outstanding balance in full will result in denial of admission.**
- Returned/bounced check(s) due to "insufficient funds", "stopped payment", or "closed account" for any reason will incur a school handling charge of \$10 per check.
- Money paid is for tuition only. Transportation of children to and from school will be the parents' responsibility. In addition, parents/legal guardians are responsible for text-books payments, student schools supplies, and standardized test fees (for example: Oregon State Assessment Test).
- **For families requesting financial aid:**, please fill and return a "Financial Assistance Form" in addition to this form and attach it to this form. Financial aid is limited.