



# ISLAMIC SCHOOL OF PORTLAND

## Financial Assistance Form

### Procedure

- Step 1:** Please read the instructions and conditions on page 2 of this application *before* filling out the information below  
**Step 2:** Please hand in completed form along with any required documents to ISP office or mail completed application to:  
**ISP –Financial Assistance, P.O. Box 19895, Portland, OR 97280, USA**

### Section 1: Student Information

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

### Section 2: Financial Information

#### Legal Guardian Personal Information:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI \_\_\_\_\_  
 Street Address: \_\_\_\_\_ Apt# \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Home ☎: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Work ☎: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Cell ☎: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ E-mail: \_\_\_\_\_  
 Martial Status:  Married  Single Parent Social Security Number \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
 Occupation/Profession: \_\_\_\_\_ Title: \_\_\_\_\_  
 Employed by: \_\_\_\_\_  Full-time  Part-time  Business Owner  Partner  
 Work Address: \_\_\_\_\_  
 If unemployed: for how long? \_\_\_\_\_

#### Income and Expenditure Information:

- Total monthly income (from wages/salaries, self-employment income, federal/state assistance, child support, unemployment benefits, etc) \$ \_\_\_\_\_
- Do you own a house or rent? \_\_\_\_\_. Please indicate your monthly payment \$ \_\_\_\_\_
- Do you have monthly car payments (yes/no)? \_\_\_\_\_. If "yes", please indicate how much \$ \_\_\_\_\_
- Do you have other monthly payments (please specify)? \_\_\_\_\_ \$ \_\_\_\_\_
- Total number of dependents of immediate family (including spouse): \_\_\_\_\_

#### Required documents (your application will be denied without the following documents)

- Proof of income:** attach copies of (1) last year's tax return, and (2) proof of all current income such as latest paystub/check, any federal/state assistance, any unemployment benefit, any child support, and any other income.
- Students' Performance:** attach copies of your latest child(ren) report cards. If available, please also attach copies of any "standardized test" results and any letter of recommendation from last year's teacher.

### Section 3: Applicant's Certification and Authorization

I swear by *Allah* that the information reported on this form and all documents attached, to the best of my knowledge and belief, are true, correct, and complete. I authorize ISP to use the information to determine my children eligibility for financial aid. The school also has my permission to verify the information reported or request additional one, if necessary. **I certify that I have read and understood all the financial aid terms and conditions and that I agree to abide by all of them.**

Legal Guardian Name: \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_ Signature \_\_\_\_\_

### Section 4: For Office Use Only

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

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



# ISLAMIC SCHOOL OF PORTLAND

## Financial Assistance Form – Rules and Policies

### Financial Aid Rules and Policies:

- Please use only one application form for all students of the same immediate family.
- The Islamic School of Portland will, *insha'Allah*, offer limited financial assistance to **qualified in need families** towards the payment of their children's tuition. This **maximum** aid a family can get is **20% of the original due fee** as summarized in this table:

	Original Fees	Fees with 20% financial-aid*
Family with 1 student	\$230	\$184
Family with 2 students	\$380	\$304
Family with 3 students	\$500	\$400
Family with 4 students	\$620	\$496

\*NOTE: fee can be higher if less than 20% financial-aid is given

- ISP will use the following rules to determine if a family qualifies for financial aid as well as the amount of this aid:
  1. **Parents' financial status:** based on **total monthly** income through employment, business, or any other source of income. Proof of all income sources and amounts are **required** to make a fair determination of the need. All financial records will be kept confidential.
  2. **Student's academic performance.** Parents **must** submit a copy of the child report card from last year or standardized test results or a letter of academic performance from last year's teacher. **Only students who successfully completed every subject in the previous year are eligible for financial aid.** Furthermore, students scoring below 70% in one or more classes may not be eligible. Student academic performance during the past year will be used to decide financial aid.
  3. **Student's behavior & attendance record:** based on submission of report card(s), or letter(s) of recommendation from the teacher of the previous grade(s).
  4. **Outstanding balance:** families with outstanding balance from previous year(s) will not qualify for financial aid and their children will be denied admission to the Islamic School of Portland until balance is paid in full.
  5. Incomplete and/or late applications will not be considered.
  6. Financial aid will only be given to students who are enrolled in grades KG through 8<sup>th</sup>. No funds are available for pre-KG.
- **If aid is approved, parents/guardians agree to pay the full agreed upon fees subject to tuition agreement as outlined in the school's "Admission Form".**
- Applications must be **submitted by the due date**. Late applications may not be considered. Since financial is limited, applications will be considered on first come first serve basis.
- Parents will be notified regarding the decision on their application with reasons for acceptance or rejection. Please allow 1-2 weeks for processing and notification.
- The school reserves the right to cancel the financial aid program for any reason at anytime.
- **Accepted applicants are required to update their financial status if the family income changes any time throughout the school year for possible re-assessment of the aid.**